City of Tool
City Council

City Council Agenda Request

Meeting Date Requested: November 6th, 2025

Requested By: Julius Kizzee, City Administrator

Department: Administration

Agenda Item No. **8**

Is this a Budgeted Item? ☐ Yes ☐ No

○ Contract/Agreement ○ General Discussion ○ Ordinance ○ Report ● Resolution

Attachments: Resolution 2026-10, Community Development Block Grant Application

Summary of Agenda Item to be considered:

Staff has been contacted regarding the urgency of getting in the necessary documentation for the 2027-2028 CDBG program through the Texas Department of Agriculture. This agenda item is only the authorization of the application, not the selection itself.

The advertisement and publication was for the 2027-2028 CDBG funding that is available from the Texas Department of Agriculture. The city council authorized this action back in August of this year.

The City of Tool's agreed upon match amount is 3.5%, or $26,500.00.

Staff had additional questions to GrantWorks in regard to the bid as well:

Q: The commitment of $26,500 is due, at what point in time? Is this the application fee or the grant administration fee?	"The 3.5% Match Portion of the grant is due before e contract closeout. Essentially, the city has in excess of 24 months to pay the match. Match funds are used EXCLUSIVELY for construction costs. There is no Application fee if GrantWorks is hired. All administrative fees are paid from the grant."
Q: The low-to-moderate income areas in our area, as of recent history has only been two areas of town. How would the income surveys be conducted? Would that need the city's help in terms of staff time?	"GrantWorks will use historical census data collected to determine appropriate LMI project areas. Should an income survey be necessary. GrantWorks will work with the city to pinpoint "where exactly" that survey should take place. I do not believe city staff would need to be involved."
Q: From what I've read, this grant is for infrastructure needs (roadways; drainage; wastewater). What are the other qualifiers for this grant?	"The East Texas Council of Governments (ETCOG) chose Water/Wastewater, streets, Roads, Bridges, Drainage and Sidewalks as the regional priorities. Those project types will earn the maximum points (50 points)."



TEXAS DEPARTMENT OF AGRICULTURE
2027-2028 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (TxCDBG) PROGRAM PROFESSIONAL ADMINISTRATIVE SERVICES

CITY OF TOOL, TEXAS

OCTOBER 27, 2026

GrantWorks.

Proposal Disclaimer: *The information in this proposal contains certain trade secrets and proprietary information that GrantWorks owns. Such information is confidential as a matter of law, pursuant to Chapter 552, Texas Government Code. In the event that you receive a public information request for this proposal or any of its content, we ask that you immediately contact us so that we may submit a briefing to the Office of the Attorney General's Open Records Division to protect our information and prevent its release.*

GrantWorks

Bruce J. Spitzengel
President
Cell: (713) 252-5872
Email: bruce@grantworks.net

October 27, 2026

Tiffaney Beasley
City Secretary
City of Tool
111 West North Street
Overton, TX 75684

Subject: **City of Tool, Texas Request for Proposal:**
Texas Department of Agriculture, 2027-2028 Texas Community Development Block Grant (TxCDBG) Program: Professional Administrative Services

Dear Ms. Beasley:

Thank you for including GrantWorks in your Request for Proposal for the Texas Community Block Grant Program (TxCDBG) professional administrative services.

GrantWorks was founded in 1979 to help small and rural governments achieve their infrastructure, community development, economic development, and resilience goals. Today, we are Texas' foremost provider of application and grant management services with a history of securing and administering more than $12 billion in assistance for in partnership with over 720 cities and counties in Texas.

As reflected in our name, we provide comprehensive grant management services that span the entire grant life cycle—from grant writing through project implementation and closeout. As this proposal will demonstrate, GrantWorks has unmatched resources and expertise for managing TxCDBG grant strategies on behalf of our clients. We believe we are the most qualified bidder to provide the services associated with the City of Tool's TxCDBG project for the following reasons:

Proven Experience – GrantWorks has provided Community Development grant administration for over 45 years. For the first 15 years in business, GrantWorks focused primarily on CDBG grant administration under the Texas State Small Cities program. In that span, GrantWorks has completed over 2,500 CDBG projects, more than any other consultant working in the State. We have strong relationships within state and federal agencies, having worked for and with the U.S. Housing and Urban Development (HUD), Texas Department of Agriculture (TDA), Texas Department of Housing and Community Affairs (TDHCA), Texas General Land Office (GLO), and local governments in both public and private sector roles for more than four decades. GrantWorks is a Pre-Qualified Administrative Services Provider for TxCDBG and a HUD-approved Technical Assistance Provider.

Established Team – GrantWorks' 225+ employees have experience covering all aspects of federal and state grant management, including applications, project development, environmental review, compliance assurance, and implementation of funded construction projects. We have a well-established Community Development Department of more than 65 employees, 2 primary offices, and 79 field locations throughout the state. Our team is immediately available to provide the detailed and informative guidance and effective project management services to support the City of Tool's TxCDBG goals.

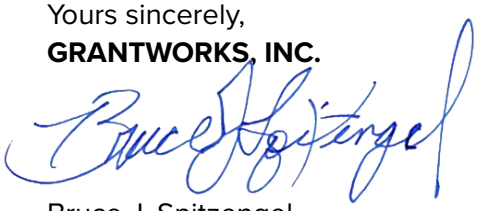
Highly Qualified Staff – Our team includes 80 Certified TxCDBG Administrators. More than a dozen team members have joined GrantWorks after successful careers in state and local government or grant-related consultancy. As a company, we have a culture of continuous improvement that extends to our team through regular training, sponsored certification, and abundant opportunity for professional development and growth.

Implementation Excellence – Our team of professionals includes project managers, grant administrators, planners, and subject matter experts. Specialists in grant writing, labor standards, environmental review, procurement, fair housing, construction management, and field-based client services fortify our project teams. This strong foundation of support allows our grant administration professionals to focus on project implementation. Tools such as **GrantWorks 20/20**—our proprietary grant management software solution—and detailed work plans that have been vetted and refined across thousands of project implementations enable GrantWorks to manage hundreds of grants across various programs successfully simultaneously.

Commitment – At GrantWorks, we are dedicated to community development through public works construction and believe these improvements are essential to strengthening the Texas communities we call home. We are known across the state for our commitment to providing the highest-quality administration and implementation services, and we extend this pledge to the City of Tool. This practice is reflected in our numerous long-standing client relationships, our dedication to staff training and certification, and our continuous involvement at every step of the grant process.

We can provide the best assistance available to help you create a well-run, efficient, and successful TxCDBG program that complies with all TDA requirements. We appreciate your consideration of our firm.

Yours sincerely,
GRANTWORKS, INC.



Bruce J. Spitzengel
President

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SECTION 1 – SCOPE OF SERVICES

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1.1 Project Approach

As Grant Administrator, GrantWorks is primarily responsible for coordinating and expediting all grant activities. We strive to remain a cooperative, informed, and active member of your project implementation team. As such, we help keep projects on track and on time. Our core tasks include:

- Maintain regular contact with the project engineer, the local contact person(s), City staff and officials, construction contractors, and the funding agency.
- Provide all start-up-related documentation, including a file maintenance system.
- Provide project engineers with an engineering instruction and forms packet, so they know up-front what information is required by TDA.
- Process all invoices, contracts, and change orders from the project engineer and contractors for recordkeeping and financial management.
- Review workable solutions to resolve unexpected cost overruns, construction activity or location changes, or other issues that affect your project's eligibility and standing with the TDA.
- Work with the City and TDA from start-up to close out to resolve any issues that may arise with your grant application or funded project.
- GrantWorks will work with the City and provide the administrative/planning services needed to assist the City with its application and overall management of a TDA TxCDBG project.

1.2 Pre-Award Services

1.2.1 Application Development and Submission, if Required

GrantWorks prepares application documents and qualifies target areas using Census data. Our expertise in Geographic Information Systems (GIS) mapping, project scoping, and beneficiary documentation will help the City quickly identify and prioritize its TxCDBG-eligible project.

Our application development services include:

- Develop detailed, thorough, and complete TxCDBG applications that meet or exceed TDA TxCDBG requirements.
- Coordinate with the project engineer.
- Submit the completed application to TDA by the deadline.
- Satisfy all TDA requests for information.

1.3 Post-Award Services

GrantWorks bases its strong project management methodology upon industry-standard best practices focused on proven processes, meticulous controls, and frequent and timely communications. Our project management team includes experts in procurement and bidding, contractor coordination, financial management, and other grant management requirements. We use detailed document tracking systems and collaborate daily to ensure your projects stay on track. GrantWorks will guide and assist with financial management, recordkeeping, scope changes, reporting, environmental clearance, acquisition, contract closeout, and other aspects of program implementation. We prepare and provide all forms, notices, and agenda items in advance.

1.3.1 Project Management

We break down our project management methodology into three simple steps:

- **Step 1:** Thoroughly assess and understand the City of Tool's requirements and needs.
- **Step 2:** Plan and perform work in a manner that meets those needs.
- **Step 3:** Use periodic assessment and continuous improvement techniques to enhance the effectiveness and efficiency of our systems and processes.

The tasks behind those steps begin upon contract award. The Project Manager, assisted by a team of grant administration specialists with extensive experience working with the TDA on TxCDBG programs, will commence with program start-up procedures. These tasks include, but are not limited to:

- Meet with the City, engineers, and stakeholders to discuss project activities, administration practices, and procedures.
- Prepare start-up grant documents, forms, notices, and agenda items for review or action.
- Establish a recordkeeping and document/data management system.
- Create and maintain financial processes and reporting mechanisms that are fully compliant with all state and federal guidelines and grant requirements.
- Assist with procurement and meet compliance requirements (such as those found in 2 CFR 200).
- Identify and obtain any permits, easements, and rights-of-way that might later cause unforeseen amendments or acquisitions.
- Implement detailed document tracking systems and collaborate daily to ensure that projects stay on track.
- Maintain regular contact with the entire project team, including the project engineer, local contacts, construction contractors, and other parties.
- Prepare and submit quarterly reports and other required updates.
- Assist in meeting civil rights and related requirements.
- Assist with real property acquisition in compliance with state and federal law (URA).
- Assist with compliance with federal labor standards for construction contracts.
- Track inquiries regarding grant completion dates.
- Attend site visits and public meetings as needed.
- Serve as the City's liaison during TDA monitoring.

1.3.2 Financial Management

We ensure that local government recipients establish and maintain financial processes that comply with state and federal regulations. GrantWorks consistently receives high marks from state and federal monitors on our recordkeeping methodology. Our financial management services include:

- Establish regulatory-compliant financial processes, including:
  - Create and maintain a grant ledger.
  - Implement a recordkeeping system that will allow the City to keep physical and digital copies of all documents locally.
  - Develop project reports and distribution protocols.
- Assist with project accounting, including processing invoices, maintaining contracts, and reviewing change orders received from the project engineer and contractors.

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- Facilitate milestone payments and ensure they meet all requirements before the City of Tool makes payment.
- Track invoice submittal and payment processing.
- Deliver and route batches of project invoices with receipts.
- Facilitate the development of workable solutions to resolve any unexpected cost overruns, changes in construction activities or locations, or other issues that affect the project's eligibility and standing with the TDA or other governing agencies.
- Ensure that the City can meet non-federal match requirements, if applicable.

We initially review invoices and supporting draw documentation for program eligibility and benchmark conformance, determine whether contract budget revisions are needed, and confirm that quantities match contracts. We work proactively with all stakeholders to 1) avoid issues that may result in questioned costs or audit concerns and 2) resolve any identified problems as quickly as possible.

1.3.3 Environmental Review

GrantWorks has performed environmental reviews for hundreds of federally funded projects to evaluate potential environmental impacts on biological resources such as air and water quality, socioeconomic resources, and sites with archaeological and cultural significance. These evaluations have supported our work for Categorical Exclusions (CEs), Environmental Assessments (EAs), Environmental Impact Statements (EISs), and tiered NEPA documents. We use state and federal resources to produce all necessary maps and data to understand relevant impacts and clearance needs. We also have expertise with wetland delineations and permit applications.

Managing environmental challenges can overwhelm local governments and frequently result in project delays. GrantWorks specializes in designing timely and efficient solutions to environmental obstacles. With our deep industry relationships and significant internal expertise, we can help mitigate hazards, ensure compliance with all TDA and HUD infrastructure and environmental requirements, and keep your project on track and on time. Environmental review services include:

- Analyze each project to determine the level of environmental review required.
- Coordinate environmental clearance procedures with appropriate federal and state agencies and interested parties to facilitate clearance or approval.
- Prepare environmental assessment, including completing and submitting HUD-required forms for and providing documentation to support environmental findings.
- Coordinate questions and feedback and prepare responses during the commenting phase.
- Maintain communication with local officials, engineers, and other members of the project team.
- Prepare and submit public notices for publication.
- Provide documentation of clearance for parties known to be interested as required by 24 CFR 58.43.
- Process environmental reviews and clearances following NEPA.
- Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required.
- Prepare and submit monthly status reports.
- Participate in regularly scheduled progress meetings.
- Prepare and submit Request for Release of Funds and certifications to TDA.

1.3.4 Construction Management and Compliance with Labor Standards

The GrantWorks Team has a long history of providing clients with construction contract development assistance. This expertise enables us to review construction contracts to comply with state and federal requirements and ensure that we include all required TxCDBG contract provisions. Our project managers have extensive experience reviewing contract/bid packages for compliance, monitoring contractor performance, reviewing change orders, and processing construction pay estimates.

GrantWorks' standardized approach for vetting contractors is documented in our SOPs to ensure transparency throughout the project. Our team collects and reviews contractor information and verifies construction contractor eligibility with TDA. As a best practice, we create, use, and update checklists to document and ensure all contractors meet compliance requirements. GrantWorks performs debarment and SAM registry checks precontract, while other checklists are completed before notice-to-proceed issuance and subsequent tasks.

The GrantWorks Team monitors the construction process to evaluate contractor performance and ensure compliance with equal opportunity and labor standards provisions. During routine but random visits to work sites, we conduct interviews with on-site staff, document progress and findings, and report to the City. Construction management services include:

- Help the City to document compliance with all federal and state requirements related to equal employment opportunity, minimum wage, and overtime pay requirements.
- Provide labor standards assistance, including requesting wage rates from TDA.
- Provide project engineers with instructions and form packets so they know up-front what information the state agency requires.
- Conduct pre-construction conference and prepare minutes.
- Review plans, bid documents, and change orders for compliance with regulations and conformance with the state contract.
- Compile and review construction contract documents.
- Review weekly payrolls, including compliance follow-ups and performing employee interviews.
- Oversee grant activities to ensure the project adheres to the established budget, scope, and schedule.

1.3.5 Fair Housing/Equal Opportunity

Our team is fully prepared to support the City with Affirmatively Further Fair Housing (AFFH) and Equal Employment Opportunity (EEO) monitoring. Besides having seasoned compliance and monitoring personnel, the GrantWorks Team has developed comprehensive AFFH/EEO reports for numerous clients. Drawing from this experience and the team's diverse skill set, we will ensure an affirmative project management approach at all phases, from the public hearing, planning, and data collection stages through project closeout and final sign-off. We will also consider and maximize accommodation and equal opportunity with all project stakeholders. The GrantWorks Team will draw upon previously vetted project checklists and other proven tools and templates to immediately expedite the development and monitoring processes and procedures following award notice. AFFH/EEO services include:

- Help the City to develop, implement, and document new activities for fair housing.
- Maintain documentation of all project beneficiaries by ethnicity and gender.
- Assist the City in developing and administering the Citizen Participation Plan per 24 CFR. Part 91, Section 3 requirements per CFR Part 135, and Section 504 requirements per 24 CFR Part 8.

- Provide all applicable equal opportunity provisions and certifications included in the bid packet.
- Ensure adoption of excessive force provision per 24 CFR Part 91.
- Assist the City in publishing all required notices.

1.3.6 Audit, Closeout, and Archiving Files

GrantWorks operates on an audit-and-closeout philosophy that all projects should 'begin with the end in mind.' This simple statement means we create policies and procedures that support a compliant operation and a continuous closeout process throughout the project life cycle. From the beginning, we built an audit-ready program structured for closeout. Meticulous recordkeeping and documentation, critical milestone checklists, and transparent reporting facilitate routine and predictable final steps of the closeout process.

GrantWorks assists with reconciling financial data in all applicable systems, preparing the City for state and federal audits, and will participate in future audits as necessary. We excel in maintaining project files and proper documentation of all grant requirements. As part of our audit and closeout services, we:

- Perform internal reconciliation of project files and records.
- Work with the City to resolve any issues or concerns that may arise.
- Prepare and submit final closeout documents.
- Provide auditor with TxCDBG audit guidelines.
- Assist in working with TDA to resolve monitoring audit findings, and third-party claims.
- Attend any scheduled state or federal audit visits.
- Archive hard copy and electronic files.

1.3.7 Demonstrated Understanding of the Scope of the TxCDBG Project

The GrantWorks Team has a track record of completing TxCDBG projects on time and within budget. We have a deep bench of proficient and capable professionals to work closely with the City and TDA to reach all project schedule requirements and milestones successfully. GrantWorks intends to assist the City by proactively preparing for TDA TxCDBG funding. We will work closely with the City to determine specific needs for implementing projects and the type of information that best suits the City's results.

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SECTION 2 – EXPERIENCE

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2.1 About GrantWorks

GrantWorks' mission is to help communities become stronger, smarter, and more resilient. We achieve this by helping our clients maximize the transformation potential of grant funding.

GrantWorks was founded in La Porte by Bruce Spitzengel in 1979. For over 46 years, GrantWorks has been Texas' leading grant management firm specializing in state and federal grant programs. We are the foremost provider of community development, disaster recovery, hazard mitigation, housing, planning, transportation, and coastal grant program management for local governments in Texas. To date, GrantWorks has helped 720+ city, county, and state, government entities secure and implement over $12 billion in assistance.

We offer full-service grant management—from project development and grant writing through planning, implementation, and fully compliant closeout services.

We develop meaningful partnerships with our clients, always seeking collaborative and creative opportunities to solve complex community challenges. Collaboration, inclusivity, respect, responsiveness, and technical excellence are the hallmarks of our success and provide the foundation for the long-term relationships we enjoy with the communities we serve.

Our extensive experience over various state and federal grants is illustrated below in **Figure 1:** Grant Experience.





Figure 1: *Grant Experience*

SERVICES

- Grant Writing & Application Services
- Program Development
- Project Management
- Grant Administration
- Marketing & Outreach
- Project Development & Scoping
- Project Eligibility Determination
- Feasibility Reviews
- Planning
- Cost Estimates
- Beneficiary Application Intake
- Case Management
- Duplication of Benefits Reviews
- Financial Management
- Recordkeeping & Data Management
- Procurement
- On-Site Davis-Bacon Labor Standards
- Uniform Relocation Act (Acquisition)
- Environmental Review & Clearance
- Mapping/GIS
- Construction Management
- Federal/State/Local Compliance Reporting
- Audit & Monitoring Support
- Project Closeout

PROJECT/ PROGRAM TYPES

- American Rescue Plan Act
- CARES Act COVID-19 Response
- Congressionally Directed Spending
- Broadband Development
- Buyout/Acquisition Programs
- Capital Improvements
- Community Development
- Disaster Recovery & Resiliency
- Disaster Response
- Economic Development
- Emergency Rental Relief
- Hazard Mitigation
- Housing Rehabilitation/Reconstruction
- Homebuyer Assistance
- Homeowner Reimbursements
- Infrastructure
- Planning
- Retrofits for Public Buildings
- Training/Capacity Building
- Transportation

Figure 3: *Services and Areas of Operation*

GrantWorks is headquartered in Austin, with a branch office in Paris and 79 field locations (**Figure 2**) strategically located throughout the state. GrantWorks' local presence facilitates our ability to be responsive to client and project needs and enables our teams to be present and act quickly when necessary.

Our local presence also enables us to work side-by-side with our neighbors to help secure assistance and implement grant-funded programs that improve the quality of life in the areas where we live, work, and play. We have provided an overview of our services and areas of operation in **Figure 3**.

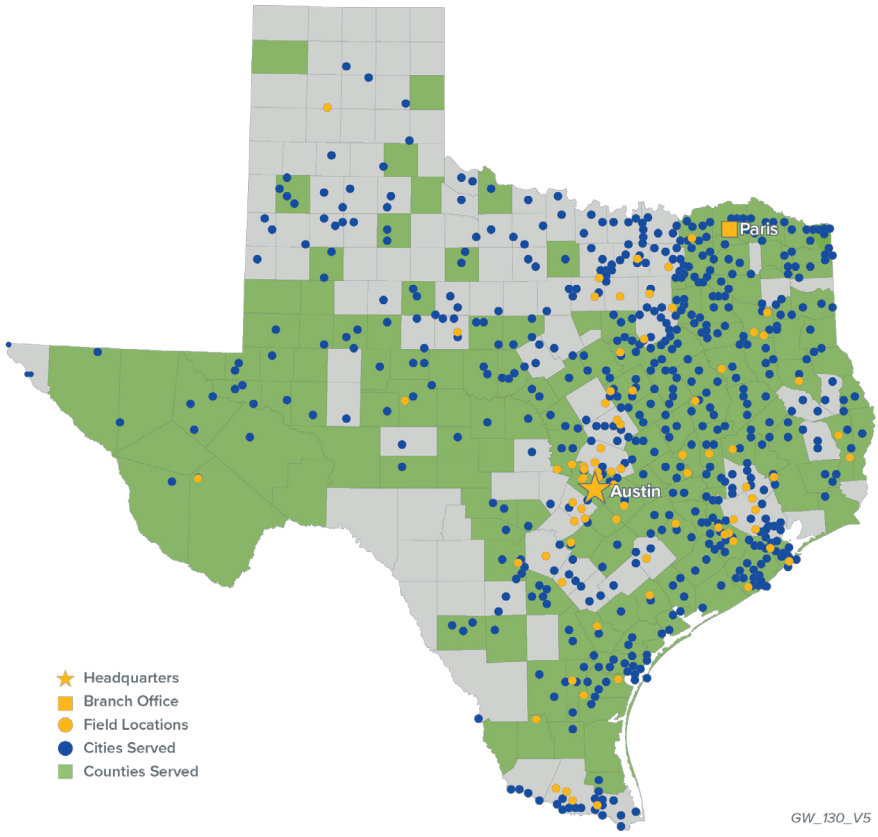


Figure 2: *Primary offices and field locations*

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2.2 Experience Working With and For Federal and State Funding Agencies

GrantWorks administers grants from a wide variety of state and federal funding sources. We are skilled in applying laws, regulations, and agency requirements in the administration of grant contracts, and we have customized workflows and management tools that conform to grant- and agency-specific policies and procedures. This practice facilitates efficient and compliant management across various grant types and programs. We have tailored protocols for grant programs funded by the agencies listed in **Figure 4**.

As a primarily Texas-based firm with 45 years of experience, GrantWorks has well-established relationships with state funding agencies including:

- Texas Department of Agriculture (TDA)
- Texas Department of Transportation (TxDOT)
- Texas General Land Office (GLO)
- Texas Department of Housing & Community Affairs (TDHCA)
- Texas Parks & Wildlife Department (TPWD)
- Texas Water Development Board (TWDB)
- Texas Division of Emergency Management (TDEM)

We have successfully managed multiple high-value state-run programs on behalf of Texas agencies including the oversight of major subrecipients for $3.2+ billion in Hurricane Harvey CDBG-DR funding. Several GrantWorks employees joined the firm following successful careers with state agencies who bring valuable perspective on the programmatic requirements of agency-specific grant programs.

2.3 Experience with Federally Funded Projects

GrantWorks provides grant administration, application, and project management services for various federal grant programs, and we have extensive experience managing federally funded construction projects (**Figure 5**). We have implemented more than 2,500 CDBG infrastructure projects representing $500+ million in grant funding. Our knowledgeable staff understands the myriad regulations and requirements associated with federal grant funding and is ready to guide the City seamlessly through the process.



Figure 4: *Federal Agencies*



Figure 5: *HUD-Approved Technical Assistance Provider since 2014*

2.4 Community Development Block Grant Program Experience

GrantWorks has been assisting local governments with CDBG grant administration since 1979. During our first 15 years in business, community development grant administration was the primary focus of our operations. Over the years, we have completed thousands of CDBG projects in more than 450 cities and counties across Texas. Today, we offer application, administration, management, and planning services for a wide variety of CDBG-funded programs.

TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The **Texas Department of Agriculture (TDA)** administers the Texas Community Development Block Grant Program (TxCDBG). This HUD-funded program assists supports community projects such as utility infrastructure, disaster response, and unique local economic development projects, and helps small cities and rural communities provide decent housing, suitable living environments, and expanded economic opportunities.

- **Community Development Fund:** 1683+ projects funded, $520+ million
- **Texas Main Street/Downtown Revitalization Program:** 100+ projects, $31 million
- **Texas Capital Fund** (Economic Development): 115+ projects for $61.4 million
- **Colonia Construction Fund:** 137+ projects administered, $77.8+ million
- **Colonia Planning Fund:** 50+ projects completed, $3+ million
- **Disaster Relief Fund:** 125+ projects funded, $35.6+ million
- **Fire, Ambulance, and Services Truck (FAST) Program:** 20+ projects, $11.4+ million
- **Planning Grants:** 240+ projects funded, completed, or underway, $10+ million

COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY AND MITIGATION PROGRAMS

The **Texas General Land Office (GLO)** administers HUD Community Development Block Grant Disaster Recovery (CDBG-DR) and Mitigation (CDBG-MIT) funds to help rebuild disaster-impacted Texas communities by putting Texans back in their homes, restoring critical infrastructure, and mitigating future damage through resilient community planning.

CDBG-DR 2018 Floods and 2019 Tropical Storm Imelda Program:

- State-level Housing Assistance and Reimbursement Program (HAP): $79.9+ million

CDBG-MIT 2015 Floods, 2016 Floods, and Hurricane Harvey Round 1 Infrastructure Program:

- 50+ local government projects funded, $440+ million

CDBG-DR Hurricane Harvey Round 1 Housing and Infrastructure Program:

- 65+ local government projects funded, $183+ million
- Buyouts and Acquisitions: 16 local government projects funded, $59+ million with no match required
- State-level oversight of major subrecipients in implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Program Funds, $3.2+ billion
- State-level Housing Assistance Program (HAP): $565+ million

CDBG-DR 2016 Floods:

- 12+ local government projects funded, including multifamily and single-family housing, $43 million

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CDBG-DR 2015 Floods:

- 24+ local government projects funded, including multifamily and single-family housing, $180+ million

CDBG-DR Hurricane Ike/Dolly Rounds 1, 2.1, and 2.2 Infrastructure and Rental Housing Program:

- 90+ local government projects funded, $436 million, including:
  - City of Galveston infrastructure, $212 million
  - City of Houston infrastructure, $26 million
  - Galveston Housing Authority Multifamily Rebuild, $155 million
  - Galveston Housing Authority Rental Housing Replacement Program, $26 million

COMMUNITY DEVELOPMENT BLOCK GRANT CARES ACT

The **Texas Department of Housing and Community Affairs (TDHCA)** is the designated administrator of the Community Development Block Grant CARES Act (CDBG-CV) program. Designed to help Texans respond to and recover from the impacts of COVID-19, the program offered a variety of assistance ranging from Emergency Rental and Mortgage Assistance programs to community funding to improve access to social services and healthcare.

- **Texas CDBG-CV Community Resiliency Program:** 5 local government projects funded, $17.7 million

2.5 Experience With Other Federal and State Grant Programs

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS GRANTS

Texas HOME Non-Rental Housing Program:

- **Homeowner Rehabilitation Assistance (HRA) Program**:
  - 700+ contracts awarded to cities, counties, and nonprofits for $228+ million
  - 3,300+ substandard houses rehabilitated or reconstructed
- **Disaster Recovery (DR) Program:** 15 contracts, $4.76 million
- **Purchase with Disabilities (PWD) Program:** 18 contracts, $3.28 million

TEXAS DEPARTMENT OF TRANSPORTATION GRANTS

- **2020 County Transportation Infrastructure Fund:** 400 individual projects for 36 clients, $83 million.
- **2014 County Transportation Infrastructure Fund:** 36 projects funded, $70.5 million.
- **Safe Routes to School Program**: 25+ projects funded, $14.5+ million.
- **Surface Transportation Environment and Planning:** $1 million.
- **Transportation Enhancement Act for the 21st Century:** $2.4 million.

TEXAS PARKS AND WILDLIFE GRANTS

- **Outdoor/Indoor Recreation and Small Community Parks Program:** 70 projects funded, $42 million.

U.S. DEPARTMENT OF THE TREASURY GRANTS

- **American Rescue Plan Act of 2021 Program:** 1,600 projects funded in Texas, Georgia, Louisiana, and New Jersey, $1 billion
- **RESTORE Act Program:** 4 projects, $20.8 million.

U.S. DEPARTMENT OF TRANSPORTATION GRANTS

- **Pipeline & Hazardous Materials Safety Administration (PHMSA), Natural Gas Distribution Infrastructure Safety & Modernization (NGDISM) Grants:** 10 projects, $22 million.

FEDERAL EMERGENCY MANAGEMENT AGENCY GRANTS

- **Public Assistance:** 25 active contracts, $372 million, under 9 federally declared disasters.
- **Hazard Mitigation Assistance:**
  - Homeowner Elevations and Reconstructions: 4 projects, $116.7 million.
  - Hazard Mitigation Plans: 36 projects, $3.2 million.
  - Critical Facility Generators: 51 projects, $32+ million.
  - Warning Sirens: 8 contracts, $428,489.
  - Community Safe Rooms: 3 projects, $6.8+ million.
  - Drainage Infrastructure and Community Safe Rooms: 2 projects, $3.3+ million



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2.6 Similar Projects in the ETCOG Region

GrantWorks is among the leading providers of TxCDBG services. Our staff works directly with cities and counties to identify and implement grant-eligible infrastructure improvements. We are dedicated to community development through public works construction and believe these improvements are essential to strengthening Texas communities. **Figure 6** below shows GrantWorks' other city and county government project experience within the City of Tool and the East Texas Council of Governments (ETCOG) Region.

Figure 6: *Our Relevant ETCOG Region Project Experience*

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Alba	2022	CD	Street Improvements	$350,000
Alto	2024	NGDISM	Gasline Installation	$3,820,756
	2024	CD	City Improvements	$144,612
	2024	CD	City Improvements	$750,000
	2023	DRP	Sidewalk & Street Improvements	$500,000
Anderson County	2021	CD	Street Improvements	$350,000
	2015	CD	Water Improvements	$275,000
	2014	HMGP	Warning Siren	$47,984
Arp	2021	CD	Sewer Line Improvements	$350,000
Athens	2024	RCP	Planning & Administrative Services	$300,000
	2019	CD	Sewer Improvements	$275,000
Berryville	2014	CD	Water & Street Improvements	$275,000
	2009	PCB	Planning Studies	$30,300
	2008	CD	Water System Improvements	$250,000
Big Sandy	2022	CD	Water & Sewer Improvements	$350,000
	2015	CEF	Public Facilities	$350,000
Camp County	2022	CD	Water & Sewer Improvements	$350,000
	2016	CD	Water Improvements	$275,000
Caney City	2021	CD	Street Improvements	$350,000
	2015	CD	Street Improvements	$275,000
	2009	CD	Street Improvements	$250,000
Clarksville	2023	ARPA	Administrative Services	$761,951
	2015	CD	Water Improvements	$275,000
	2013	DRP	Infrastructure Improvements	$750,000
	2012	DRP	Main Street Improvements	$150,000
	2010	CD	Water System Improvements	$275,000
	2010	PCB	Planning Studies	$49,900
	2009	PA	Street & Drainage Repairs	$350,000
	2008	DRP	Main Street Improvements	$150,000
Coffee City	2016	CD	Street Improvements	$275,000
	2010	CD	Community Center Construction	$250,000

Figure 6: *Our Relevant ETCOG Region Project Experience*

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Cuney	2021	CD	Wastewater Treatment Plant Improvements	$350,000
East Mountain	2021	ARPA	Administrative Services	$213,344
Edgewood Village	2022	CD	Water & Sewer Improvements	$350,000
Elkhart	2014	PCB	Planning Studies	$36,810
	2013	CD	Water Improvements	$275,000
	2012	DRP	Downtown Improvements	$150,000
	2008	PA	Drainage & Water System Improvements	$610,943
	2007	CD	Water System Improvements	$250,000
	2001	CD	Sewer System Improvements	$250,000
Emory	2021	ARPA	Administrative Services	$335,254
	2020	CD	First-Time Sewer Service	$150,774
	2015	PCB	Planning Studies	$36,810
	2015	DRP	Downtown Revitalization	$150,000
	2013	CD	Street Improvements	$275,000
	2007	CD	Sewer System Improvements	$250,000
	2006	CD	Water & Sewer System Improvements	$350,000
Frankston	2023	CD	Water Treatment Plant Improvements	$500,000
	2022	ARPA	Administrative Services	$217,500
Fruitvale	2023	CD	Street Improvements	$500,000
	2021	ARPA	Administrative Services	$45,068
Grand Saline	2024	RCP	Planning & Administrative Services	$300,000
	2024	CD	City Improvements	$750,000
	2020	PCB	Planning Studies	$44,659
	2020	MS	Sidewalk & Sewer System Improvements	$500,000
	2004	CD	Water System Improvements	$250,000
Gregg County	2020	CTIF	Road & Bridge Improvements	$637,012
	2018	CD	Water Improvements	$275,000
Gun Barrell City	2024	RCP	Planning & Administrative Services	$300,000
	2020	CD	Street Improvements	$275,000
	2020	ARPA	Administrative Services	$1,538,255
Hallsville	2024	RCP	Planning & Administrative Services	$250,000
	2021	ARPA	Administrative Services	$1,064,488
	2018	CD	Street Improvements	$275,000
Henderson County	2021	CD	Water Improvements	$350,000
Kilgore	2023	CD	Sewer Improvements	$500,000
	2022	DRP	Sidewalk Improvements & ADA Ramps	$500,000
Lakeport	2020	CD	Street Improvements	$274,962

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Figure 6: *Our Relevant ETCOG Region Project Experience*

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Log Cabin	2024	RCP	Planning & Administrative Services	$300,000
	2022	CD	Water Improvements	$350,000
	2021	ARPA	Administrative Services	$191,290
	2019	PCB	Planning Studies	$30,780
	2016	CD	Street Improvements	$275,000
	2011	CD	Water & Sewer System Improvements	$275,000
	2005	CD	Water System Improvements	$250,000
	2004	CD	Sewer System Improvements	$250,000
Marion County	2017	CD	Water Improvements	$275,000
Murchison	2024	RCP	Planning & Administrative Services	$250,000
	2018	CD	Sewer System Improvements	$275,000
	2014	PCB	Planning Studies	$30,780
	2009	CD	Sewer System Improvements	$250,000
New London	2023	CD	Lift Station Rehabilitation	$500,000
	2016	CD	Water Improvements	$275,000
	2010	CD	Sewer System Improvements	$250,000
	2003	CD	Water System Improvements	$250,000
New Summerfield	2021	ARPA	Administrative Services	$289,909
	2018	PCB	Planning Studies	$34,920
	2018	CD	Water System Improvements	$275,000
	2005	PCB	Planning Studies	$26,800
	2002	CD	Water System Improvements	$250,000
Ore City	2017	CD	Water Improvements	$275,000
Overton	2024	CD	Administrative Services	$500,000
	2022	ARPA	Administrative Services	$620,028
	2001	CD	Water System Improvements	$250,000
Panola County	2016	CD	Water Improvements & Single-Unit Water Rehabilitation	$275,000
Rains County	2021	ARPA	Administrative Services	$2,430,698
	2018	CD	Senior Center Improvements	$275,000
	2010	CD	Water System Improvements	$250,000
	2004	CD	Water System Improvements	$250,000
	2000	CD	Housing Rehabilitation	$250,000
Reklaw	2022	ARPA	Administrative Services	$97,875
	2020	CD	Water Improvements	$275,000
	2020	FAST	Equipment Procurement	$500,000
	2010	CD	Water System Improvements	$250,000

Figure 6: *Our Relevant ETCOG Region Project Experience*

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Rusk County	2021	ARPA	Administrative Services	$10,567,728
	2020	CD	Water Improvements	$275,000
	2010	CD	Water Distribution	$250,000
Scottsville	2016	CD	Water Improvements	$275,000
	2009	TWDB	Water System Improvements	$250,000
	2009	PCB	Planning Studies	$23,700
Smith County	2021	ARPA	Administrative Services	$45,209,153
	2017	CD	Water Improvements	$275,000
	2017	FAST	Water System Improvements	$166,883
	2016	FAST	Water Improvements	$349,830
	2012	FAST	Water System Improvements	$63,405
	2011	CD	Water System Improvements	$275,000
	2005	CD	Water System Improvements	$75,188
	2004	FAST	First-Time Water Service	$278,980
Tatum	2024	CD	City Improvements	$750,000
	2024	RCP	Planning & Administrative Services	$144,612
Tool	**2024**	**RCP**	**Planning & Administrative Services**	**$300,000**
Trinidad	2024	RCP	Planning & Administrative Services	$300,000
Van	2016	DR	Disaster Relief	$350,000
	2014	CD	Water Improvements	$275,000
	2007	CD	Sewer System Improvements	$250,000
	2006	CD	Water System Improvements	$250,000
	2006	PCB	Planning Studies	$47,200
Van Zandt County	2021	ARPA	Administrative Services	$10,991,944
	2020	CD	Water Improvements	$275,000
	2013	CD	Water Improvements	$275,000
	2010	FAST	Water Distribution Line Replacement	$350,000
	2008	CD	Water Well & Transmission Line	$250,000
Waskom	2015	CEF	Public Facilities	$350,000
	20145	CD	Sewer System Improvements	$274,900
	2009	CD	Water System Improvements	$250,000
	2008	PA	Water System Improvements	$207,369
	2003	CD	Water System Improvements	$250,000
Winnsboro	2019	CD	Street Improvements	$274,890
White Oak	2024	RCP	Planning & Administrative Services	$300,000
Winona	2024	NGDISM	Gasline Installation	$563,876
	2023	CD	Street Improvements	$500,000

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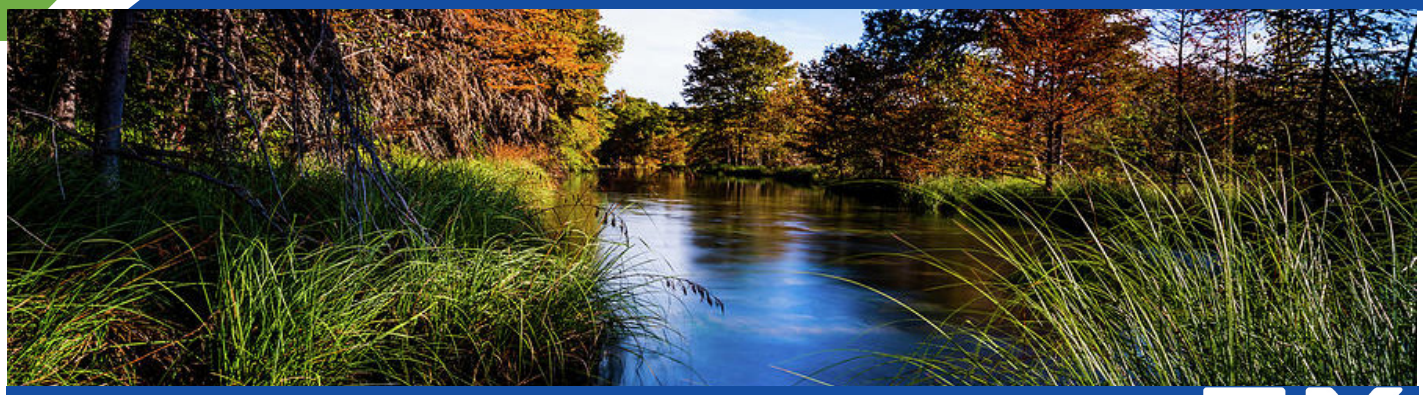
Figure 6: *Our Relevant ETCOG Region Project Experience*

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Wood County	2021	ARPA	Administrative Services	$8,845,417
	2020	CD	Infrastructure Improvements	$275,000
	2014	FAST	Water Improvements	$349,850
	2014	CD	Water System Improvements	$275,000
	2011	FAST	Water System Improvements	$333,600
	2007	CD	Water Facilities Improvements	$250,000
	2005	FAST	First-time Water Services	$198,180
	2003	FAST	First-time Water Services	$148,000
Yantis	2019	CD	Sewer Improvements	$274,131
	2015	PCB	Planning Studies	$25,635
	2014	CD	Sewer System Improvements	$275,000
	2008	CD	Water System Improvements	$250,000

2.7 Relevant Project Descriptions

GrantWorks' Texas roots enable us to support both local governments and state agencies by effectively and efficiently implementing programs within the federal and Texas statutory framework. Our broad footprint across the State means that we can act quickly and complete activities promptly. Having so many of our staff working and living in the communities we serve gives us a unique stake in the success of the programs we manage. We have provided detailed descriptions of TxCDBG projects similar in size and scope to projects the City of Tool might pursue on the following pages.

- East Kerr County/Center Point Wastewater Collection Project, Kerr and Kendall Counties, Texas
- Street Improvements - Horizon Way, City of Josephine, Texas
- Street and Drainage Improvements, Town of Indian Lake, Texas
- Water Meter Replacement Project, City of Marion, Texas
- Water Line Replacement, Crockett County, Texas
- Sewer Line Replacement, City of Madisonville, Texas
- Elevated Water Storage Tank Construction, Wood County, Texas



EAST KERR COUNTY/CENTER POINT WASTEWATER COLLECTION PROJECT

KERR COUNTY AND KENDALL COUNTY, TEXAS

TX CDBG-CD

"These wastewater collection projects will protect the Guadalupe River and keep it pristine for future generations of Kerr County residents."

-Jonathan Letz, Precinct 3 Commissioner, Kerr County

THE CHALLENGE

The homes and businesses in Center Point, Texas—an unincorporated community in Kerr County—had always relied on On-Site Sewage Facilities (OSSF) for the treatment and disposal of domestic sewage. But as the community on the banks of the Guadalupe River grew, development became too dense for effective septic-system use. Failing and obsolete OSSF imperiled water quality in the river, creating potential for health risks, and stifling economic potential in the area.

THE SOLUTION

The East Kerr County Center Point Wastewater Collection project was developed with the goal of getting homes and businesses off of the inadequate OSSF and protect the Guadalupe River. The massive undertaking involved the collection of wastewater from the Center Point and East Kerr County area, and sending it to a Kendall County Wastewater Treatment Plant in Comfort, Texas for treatment.

Phase 1 of the project included upgrades to the treatment plant to increase peak flow capacity to accommodate the project. Phases 2 and 3 involved construction of the system. The counties engaged GrantWorks to provide application services, project management, grant administration, financial management, construction phase management, and connection assistance services.

The GrantWorks project team attended and took minutes during monthly conference calls and in-person progress meetings, and coordinated with County officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracked construction progress, using internal checklists to monitor each step of the grant

CLIENTS:
Kerr and Kendall Counties, Texas

GRANT PROGRAM:
Texas Community Development Block Grant administered by the Texas Department of Agriculture

Clean Water State Revolving Fund

Colonia Construction Fund (CFC)

Colonia Economically Distressed Areas Program (CEDAP)

GRANT AMOUNT:
$59,404,391

PROJECT DATES:
May 2016 – April 2022

SERVICES PROVIDED:
- ✓ Application Development
- ✓ Grant Administration
- ✓ Project Management
- ✓ Eligibility Determination
- ✓ Marketing & Outreach
- ✓ Recordkeeping
- ✓ 2 CFR 200 Compliance
- ✓ Procurement
- ✓ Financial Management
- ✓ Environmental Compliance
- ✓ Income Surveys
- ✓ Labor Standards Monitoring
- ✓ Construction Management
- ✓ Data Management & Reporting
- ✓ Closeout

REFERENCE:
Bobby Gore, C.F.M
Engineering Assistant - Kerr County
☎ (830) 896-9046
@ bobbygore@engineering.kerrcountytx.org

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process and ensure that all documentation was submitted correctly and on time. Specific administrative responsibilities included:

- Documenting income-eligible activity by verifying low- and moderate-income status for all benefiting households during implementation.
- Reviewing construction pay estimates and engineering and inspection services invoices.
- Maintaining a grant ledger.
- Submitting monthly payment requests to TDA and the Texas Water Development Board (TWDB).
- Preparing and submitting Disadvantaged Business Enterprise (DBE), American Iron and Steel, and Davis-Bacon Wage Rate forms.
- Reviewing weekly payrolls and performing monthly employee interviews to evaluate adherence to Davis-Bacon wage rules and conducting compliance follow-ups.

THE RESULTS

“With the help of GrantWorks, we were able to put together several sources of funds and that lessened the amount of money that Kerr County taxpayers will have to pay, particularly grants and forgivable loans,” said Letz.

GrantWorks facilitated the application for and award of a TDA grant to cover connection costs for a majority of the homes newly served by the wastewater system. Our team helped the County to complete income surveys of residents in the East Kerr County projects area, facilitated public outreach efforts (including developing flyers and mail-outs), communicated with applicants for connection assistance, reviewed applications for eligibility, and coordinated the connection approval process.

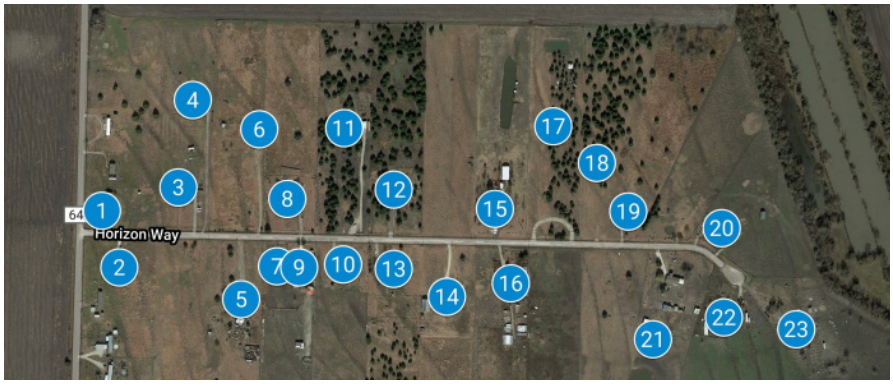


STREET IMPROVEMENTS – HORIZON WAY
CITY OF JOSEPHINE, TEXAS

THE CHALLENGE
Horizon Way was a dirt road that washed out with heavy rain or flooding hindering the ability of local residents to receive emergency services.

THE SOLUTION
Sixty nine percent of Horizon Way residents have low-to-moderate income, and these roads improvements will improve access to public facilities for basic human needs during hardships like floods and heavy rains. GrantWorks helped the City develop a successful application for a TxCDBG grant to fund roadway improvements that included replacing the existing dirt travel path with an asphalt surface. The project called for the construction of 3,000 LF of roadway utilizing 8,000 SY of flexible base sub grade, two-layer asphalt pavement, and all associated appurtenances.

As a single access road terminating in a cul-de-sac, project beneficiaries were limited to the residents of Horizon Way. GrantWorks secured income surveys for 85% of the 23 households to verify LMI eligibility. Two addresses were vacant, and three were nonresponsive.



GrantWorks attempted to survey every household on Horizon Way to verify LMI eligibility.

CLIENT:
City of Josephine, Texas

GRANT PROGRAM:
Texas Community Development Block Grant administered by the Texas Department of Agriculture

GRANT AMOUNT:
$350,000 + $17,500 match = $367,500

PROJECT DATES:
November 2020 – February 2024

SERVICES PROVIDED:
- ✓ Application Assistance
- ✓ Grant Administration
- ✓ Program Management
- ✓ Project Scope Development
- ✓ Outreach
- ✓ Eligibility Determination
- ✓ Environmental Reviews
- ✓ Construction Management
- ✓ Compliance Monitoring
- ✓ Davis-Bacon Labor Standards
- ✓ Project Closeout
- ✓ QA/QC

REFERENCE:
Patti Brooks
City Secretary
City of Josephine
201 Main Street
Josephine, Texas 75173
☎ (469) 717-0068
pbrooks@cityofjosephinetx.com

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THE RESULTS

The GrantWorks project team worked hard to make sure all documentation was managed quickly and efficiently. GrantWorks worked extremely well with the City to make sure all milestones were met. The project was completed within budget and ahead of schedule. The client said she would absolutely recommend us to other clients!



STREET AND DRAINAGE IMPROVEMENTS

TOWN OF INDIAN LAKE

THE CHALLENGE

The Town of Indian Lake needed to address deteriorated pavement and inadequate stormwater drainage along South Indian Lake Drive and South Aztec Cove Drive. Aging roadway materials, insufficient drainage capacity, and recurring stormwater accumulation affected neighborhood access, accelerated pavement deterioration, and placed additional burdens on the Town's limited maintenance resources. As a small residential community with a constrained local budget, the Town required outside funding to complete coordinated improvements that would address both the roadway deficiencies and their underlying drainage causes.

THE SOLUTION

GrantWorks worked with the Town to develop and submit its successful Texas Community Development Block Grant application, securing a $750,000 Community Development Fund award through the Texas Department of Agriculture. Combined with the Town's $15,000 local match, the $765,000 project will reconstruct approximately 1,020 linear feet of roadway with new subgrade, base material, and hot-mix asphaltic concrete and install approximately 2,040 linear feet of curb and gutter. Complementary drainage improvements will include approximately 1,092 linear feet of 24-inch storm sewer pipe, new inlets, replacement manholes, and associated pavement and base repairs. By integrating the street and drainage work into a single project, the Town can address existing surface deterioration while improving the management of stormwater that contributes to roadway damage. GrantWorks will provide professional grant administration services throughout planning, procurement, construction, financial management, reporting, and closeout.

CLIENT:
Town of Indian Lake, Texas

GRANT PROGRAM:
Texas Department of Agriculture
TxCDBG Community Development Program

COG REGION: LRGVDC

GRANT AMOUNT:
$750,000 + $15,00 match = $765,000

PROJECT DATES:
February 2026 – January 2028

SERVICES PROVIDED:
- ✓ Grant Writing
- ✓ Application Development
- ✓ Grant Administration
- ✓ Project Management
- ✓ Technical Assistance
- ✓ Financial Management
- ✓ Environmental Reviews
- ✓ Procurement
- ✓ Construction Oversight
- ✓ Labor Standards Monitoring
- ✓ Compliance
- ✓ Recordkeeping & Documentation
- ✓ Data Reporting & Management
- ✓ Audit & Monitoring
- ✓ Project Closeout

REFERENCE:
Amy Lopez, City Secretary
Town of Indian Lake
62 South Aztec Cover Drive
Los Fresnos, Texas 78566-4113
☎ (956) 233-4021
@ secretary@indianlaketx.gov

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THE RESULTS

The completed improvements will provide safer, smoother, and more reliable neighborhood access while improving stormwater collection and conveyance along the project corridors. The street improvements will benefit 214 residents, including 154 low- to moderate-income persons, while the drainage improvements will benefit 46 residents, including 29 low- to moderate-income persons. The project is expected to reduce standing water, limit recurring pavement damage, strengthen access during wet weather, lower long-term maintenance demands, and extend the service life of the Town's infrastructure. GrantWorks' successful application helped the Town convert a longstanding community need into a funded capital improvement project with measurable benefits for residents.



WATER METER REPLACEMENT PROJECT

CITY OF MARION, TEXAS

THE CHALLENGE

Outdated and deteriorated water meters in the City of Marion were resulting in water loss and inaccurate readings. The City sought TxCDBG Community Development assistance to help fund the replacement of 651 water meters, install remote-read software, data collector and transceiver, and all associated appurtenances.

THE SOLUTION

The City engaged GrantWorks to assist with application preparation and provide grant administration for the resulting award.

THE RESULTS

The design, bidding, and construction phases were all completed on time. Throughout the project's duration, the Project Manager worked closely with the City, engineer, and contractor.

Procurement Support: The City of Marion received six bids for meter installation, but the lowest bidder failed to provide all of the required documents for the bid and included an exclusion to the liquidated damages clause in the contract. GrantWorks consulted with the project team including the engineer, the City Attorney, and the Mayor who agreed to disqualify the lowest cost bidder in favor of firms that met all requirements and provided all documentation requested in the RFP.

Environmental Expertise: GrantWorks' Environmental Scientists worked closely with TDA to ensure the proper review level was conducted in a timely manner, and Authority to Use Grant Funding was achieved. The review process revealed two obstacles hindering project delivery. The project plans called for water meters to be located within the Edwards Aquifer watershed, requiring GrantWorks to coordinate EPA approval. It was also discovered that 8 water meters were to be located within a floodplain, requiring those meters to be removed from the design plans.

CLIENT:
City of Marion, Texas

GRANT PROGRAM:
Texas Department of Agriculture TxCDBG Community Development Program

GRANT AMOUNT:
$287,296 + $17,500 match = $304,796

PROJECT DATES:
March 2022 – February 2024

SERVICES PROVIDED:
- ✓ Application Preparation
- ✓ Grant Administration
- ✓ Project Management
- ✓ Recordkeeping
- ✓ Marketing & Outreach
- ✓ Environmental Services
- ✓ Eligibility Determination
- ✓ Income Surveys
- ✓ Financial Management
- ✓ Data Management & Reporting
- ✓ Construction Management
- ✓ Labor Standards
- ✓ Audit & Monitoring Support
- ✓ Project Closeout

REFERENCE:
Daniel Loyola
Nayor
City of Marion
303 South Center Street
Marion, Texas 78124
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@ mayordanielhloyola@cityofmariontx.org

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WATER LINE REPLACEMENT

CROCKETT COUNTY, TEXAS

THE CHALLENGE

Crockett County identified deteriorated water lines along Avenue J in the unincorporated community of Ozona as a critical infrastructure need. The aging lines contributed to water loss and reduced system efficiency, placing additional strain on a community where groundwater is the predominant water resource. The project area serves 96 residents, including 65 people or 67.71% who qualify as low- to moderate-income. Reliable water infrastructure is particularly important in this part of West Texas, where regional planning focuses on maintaining adequate supplies during drought-of-record conditions.

THE SOLUTION

With GrantWorks grant application assistance, Crockett County secured $750,000 through the Texas Community Development Block Grant, Community Development Fund, and committed a $15,000 local match to replace approximately 2,500 linear feet of deteriorated six-inch water line along Avenue J. The $765,000 project includes new fire hydrants, gate valves and boxes, service connections, associated appurtenances, and street repairs required following construction. GrantWorks provides professional grant administration services to support regulatory compliance, financial management, procurement, construction documentation, reporting, and project closeout throughout the grant period.

THE RESULTS

Upon completion, the project will reduce water loss, improve distribution efficiency, and provide more dependable water service for 96 Ozona residents. New valves and service connections will strengthen the County's ability to operate and maintain the system, while the installation of fire hydrants will improve access to water for emergency response. The improvements will also advance the local water district's mission of providing safe, high-quality water while promoting responsible conservation of the community's limited water resources.

CLIENT:
Crockett County, Texas

GRANT PROGRAM:
Texas Community Development Block Grant administered by the Texas Department of Agriculture

COG REGION: CVCOG

GRANT AMOUNT:
$750,000 + $15,000 match = $765,000

PROJECT DATES:
February 2026 – March 2028

SERVICES PROVIDED:
- ✓ Grant Writing
- ✓ Application Development
- ✓ Grant Administration
- ✓ Project Management
- ✓ Technical Assistance
- ✓ Financial Management
- ✓ Environmental Reviews
- ✓ Procurement
- ✓ Construction Management
- ✓ Labor Standards Monitoring
- ✓ Compliance
- ✓ Recordkeeping & Documentation
- ✓ Data Reporting & Management
- ✓ Audit & Monitoring
- ✓ Project Closeout

REFERENCE:
Frank Tambunga, County Judge
Crockett County
P.O. Box 1857
Ozona, Texas 76943
☎ (325) 392-2965
frank.tambunga@co.crockett.tx.us



SEWER LINE REPLACEMENT

CITY OF MADISONVILLE, TEXAS

THE CHALLENGE

The deteriorated clay tile sewer line at Commerce and Main Streets, buried at least 15 feet deep in some places, was prone to collapse and had been repaired on numerous occasions. Frequent breaks and bypasses posed a health and safety risk to citizens and the environment. Also, the associated manholes were subject to significant inflow, infiltration, and collapse due to the deteriorated condition of the line. While emergency point repairs were made to address collapses, they did nothing to solve the root cause of the issue. It was determined that service disruptions and the need for costly maintenance and repairs would continue until the line segment and adjacent manholes were replaced.

THE SOLUTION

The City chose to install 800 feet of 12-inch and 15-inch sanitary sewer lines, including manholes and reconnections, to eliminate disruptions in service and reduce the need for expensive repairs. GrantWorks was engaged to provide pre- and post-award grant administration and management services, to help secure and manage TDA TxCDBG funding for the project. GrantWorks provided full-service support for the project, from application development, through fully compliant project closeout. Our project management team facilitated collaboration with the client and engineer to ensure grant compliance.

As was the case with many pandemic-era projects, supply chain and workforce issues drove unforeseeable increases in construction costs. When every bid came in over budget, the project manager suggested reducing the project scope to bring the costs down. The engineer and client discussed other options, but ultimately decided to pursue a scope reduction. The project manager made it clear to all parties that this would likely require an extension amendment.

CLIENT:
City of Madisonville, Texas

GRANT PROGRAM:
Texas Department of Agriculture, Texas Development Block Grant Program, Community Development Fund

GRANT AMOUNT:
$275,000

PROJECT DATES:
February 2021 – January 2023

SERVICES PROVIDED:
- ✓ Application Development
- ✓ Grant Administration
- ✓ Project Management
- ✓ 2 CFR 200 Compliance
- ✓ Procurement
- ✓ Recordkeeping & Document Management
- ✓ Financial Management
- ✓ Environmental Services
- ✓ GIS Mapping
- ✓ Labor Standards/Davis- Bacon Monitoring
- ✓ Construction Management
- ✓ Data Management & Reporting
- ✓ Closeout

REFERENCE:
Kelcey Young
City Manager
City of Madisonville
210 Cottonwood Street
Madisonville, Texas 77864
☎ (936) 348-2748
@ city manager@ci.madisonville.tx.us

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THE RESULTS

The scope reduction and amendment approval delayed the project, as expected. Had the first round of bids been acceptable, the project likely would have finished before the original contract date.

Prior to recommending the scope reduction, the project manager reached out to GrantWorks beneficiary team to learn how changes might impact the beneficiaries. Finding no changes in beneficiaries, she coordinated with GrantWorks' environmental team to confirm that re-evaluation would not be necessary.

This project saw the launch of TDA Go, TDA's online grant management website. Our team worked closely with City staff as they learned together how to navigate the new system.



ELEVATED WATER STORAGE TANK CONSTRUCTION

WOOD COUNTY, TEXAS

THE CHALLENGE

Texas Administrative code 290.45(b)(1)(D)(ii), which governs TCEQ's minimum water system capacity requirements, states that public water systems must have an elevated storage capacity of 100 gallons per connection—a condition that was not met in the area served by the Mt. Pigsah Pump Station in Wood County, Texas.

THE SOLUTION

A 200,000-gallon elevated storage tank was needed to meet TCEQ compliance requirements. The County engaged GrantWorks to assist with developing a TDA grant application for a TxCDBG Community Development Fund grant, including grant administration and project management of funded projects.

The TDA awarded the County $275,000 to be supplemented by a $978,520 match from the Fouke Water Supply Corporation to fund the balance of the project. Tank construction included installation of 1,800 LF of 12" water line, and bore, electrical, and fencing components and all associated appurtenances.

THE RESULTS

Cost Control: Due to the pandemic-era material cost environment at the time of bidding, bids received were well over budget. GrantWorks worked diligently with the engineer, Fouke WSC, and the County to discuss potential solutions, with Fouke WSC agreeing to cover the additional funds required. GrantWorks assisted with drafting agenda language that ensured the County would not be responsible for any funds over the grant budget.

GrantWorks maintained organized financial records to manage and account for the combined grant and local funds of $1,253,520 utilized on this project. Disciplined record keeping ensured that all documentation was available for TDA's monitoring report.

CLIENT:
Wood County, Texas

GRANT PROGRAM:
Texas Department of Agriculture, Texas Development Block Grant Program, Community Development Fund

GRANT AMOUNT:
$275,000 + $978,520 match from Fouke WSC = $1,253,520

PROJECT DATES:
February 2021 – January 2023

SERVICES PROVIDED:
- ✓ Application Development
- ✓ Project Eligibility/Feasibility Review
- ✓ Grant Administration
- ✓ Project Management
- ✓ 2 CFR 200 Compliance
- ✓ Procurement
- ✓ Recordkeeping & Document Management
- ✓ Financial Management
- ✓ Environmental Services
- ✓ Labor Standards Monitoring
- ✓ Construction Management
- ✓ Reporting, Audit & Monitoring
- ✓ Closeout

REFERENCE:
Kevin White
County Judge
Wood County
1 Main Street
Quitman, Texas, 75783
☎ (903) 763-2921
countyjudge@mywoodcounty.com

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Timeliness: This project included a large project scope, the procurement of two separate construction contractors, and required two grant amendments. GrantWorks carefully monitored timelines, expedited activities when necessary, and made sure the entire project team stayed on top of milestone deadlines to ensure the project was completed within the original contract period without need for extensions.

Business Relationships: This project had a very invested and active project team. The contract spanned the terms of two County Judges—Judge Kevin White and Judge Lucy Hebron. County Auditor Terri Sellars and Office Manager Maria Devine were also engaged participants. The Project Manager also worked closely with Fouke WSC General Manager Kristi Hirsch.

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SECTION 3 – WORK PERFORMANCE

SECTION 3 – WORK PERFORMANCE

3.1 Proactive and Timely Communication with Client/TDA

Communication is key to effective grant administration. At the onset of each engagement, GrantWorks works with the City to develop communication policies and procedures designed to keep the City, the project team, funding agencies, and stakeholders apprised of project status, progress, and priorities. Throughout the term of the grant contract, we serve as a liaison between the City and governing agencies.

Grant Managers are empowered with sophisticated tools such as tracking systems, checklists, and email management protocols to keep the project team connected and on track. Detailed project calendars are maintained with key dates for submittals of project documentation, reporting, and milestone targets. These measures facilitate timely response to client and TDA requests and ensures that no task is overlooked and no request goes unanswered.

Weekly staff meetings offer a forum for discussing project challenges, seeking programmatic guidance, and brainstorming solutions. Management and/or relevant subject matter experts provide updates to state and federal regulations and grant program guidance. Regulatory and program changes are contextualized so that staff fully understands any implications of the change and can apply that knowledge effectively.

Grant managers also participate in one-on-one portfolio management reviews with GrantWorks leadership. These meetings cover all aspects of project performance. Upcoming tasks and deliverables are discussed, key performance indicators are reviewed, and each manager's portfolio is assessed to make sure workloads are balanced with capacity to provide efficient and responsive client support.

3.2 Responsiveness to Client/TDA Needs

We allocate the necessary staff and resources to implement each project with the high level of service that our clients have come to expect. Grant managers are assigned workloads that provide the capacity to focus on client needs and implementation objectives. GrantWorks' project management training imparts the importance of timely communication, prioritizing competing issues, and providing proactive customer service.

Our responsiveness is fortified by the extensive experience of our project teams. Our Community Development team has more than 60 project management, grant administration, and subject matter experts with extensive experience implementing state and federal grant projects. The breadth of our expertise and the lengthy tenure of our senior staff means that this team has a thorough knowledge of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200.

3.3 Ability to Deliver TDA Projects On Schedule

Over four decades of project management experience has given us an unrivaled ability to chart critical paths that lead to on-time project delivery. We have a deep understanding of the myriad risks and hazards that can upset the project timeline, and we have built meaningful mitigation measures into our Standard Operating Procedures (SOPs) that help predict and prevent delays. Examples of these practices include:

- Each project is launched with discussion among the project team to delineate client goals and objectives, identify potential risks and issues, and consider alternative project activities.

- We identify and obtain necessary permits, easements, and rights-of-way early in the project timeline to minimize the impact of unforeseen delays due to scope/design changes, acquisition complications, procurement challenges, environmental/historical review considerations, or any number of outside factors that could hinder project progress.
- Milestones, key metrics, and critical path tasks are carefully tracked for conformance with expected performance conventions and adherence to the project schedule.
- When changes in project scope, design, or schedule are needed, we work closely with the project engineers, clients, and agency staff to evaluate options and quickly mobilize to prepare and submit proposed contract amendments and implement the changes within the terms of the grant agreement.
- GrantWorks' has an in-house team of Project Delivery specialists that can be tapped to provide expedited support with Mapping/GIS production, Environmental and Historic Preservation consultation, Procurement assistance, and Construction Management.

3.4 Practices That Ensure High Quality Work Product

From best practices derived from hundreds of successful grant applications, to our organizational goal of maintaining fully supported, audit-ready project files through the entirety of each grant contract, our pursuit of quality and continuous improvement is reflected in everything we do. GrantWorks' systematic approach to quality management is grounded in our commitment to client satisfaction and deeply embedded in our operating conventions. **Figure 7** outlines how we implement quality management measures in the project management process.

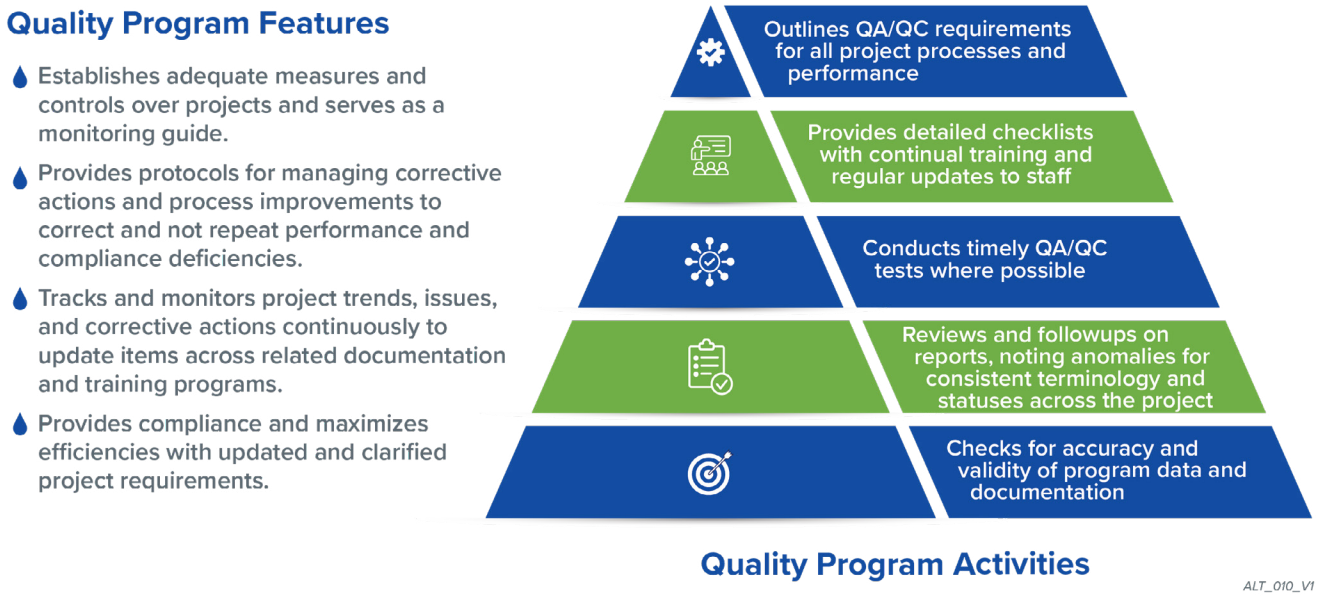


Figure 7. *GrantWorks' Approach to Quality Management*

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Project debriefs have also become an important part of the quality management process. When GrantWorks completes a project, the team takes time for a comprehensive debrief, allowing them to reflect on what went well and where there was room for improvement. They evaluate the challenges faced and discuss the management of any difficult situations. These debriefs become a part of an extensive library of client and project records. This important resource documents our experience managing a wide range of challenges, risks, threats and opportunities, and helps grant managers anticipate and address problems based on past performance.

3.5 Technical Competence Bolsters Audit Performance

More than 720 government entities have trusted GrantWorks with grant management and administration, and our performance consistently demonstrates low levels of monitoring findings or concerns. The GrantWorks Team has followed thousands of grants from obligation through closeout and has developed a keen understanding of what constitutes entirely supported grant records. Our seasoned veterans will assist the City with fiscal monitoring by following established policies, procedures, and system controls to see that documentation complies with relevant local, state, and federal regulatory terms.

Our broad knowledge of federal and state program requirements enables us to provide well-researched and accurate technical assistance and an overall approach that identifies and addresses problems long before the state funding agency audits occur.

GrantWorks staff establish, implement, and retain quality control measures to meet client and state deliverables and timelines—reducing the likelihood of findings during the grant monitoring process. When a project is monitored, we provide high-touch support to our clients to resolve issues quickly and efficiently—assisting them with answering questions, drafting monitoring-related correspondence, and implementing best practices.

We have identified some common compliance problems when working with recipients of federal funds. These issues include procurement, contracting, labor standards, citizen participation, environmental compliance, ineligible or unreasonable cost, and recordkeeping. Our team uses this experience in implementing and monitoring any project developed with the City. We work with the City to develop a risk-based monitoring and compliance strategy that is collaborative and consistent with state and federal frameworks. Our references provide the best evidence of our long-demonstrated history of complex grant management and compliance expertise.

3.6 Managing Projects With Budgetary Constraints

As shown in **Figure 8**, projects often run into three interrelated constraints:

- Budget
- Scope
- Schedule

Grant managers are trained to proactively address areas where a project could face challenges and propose solutions to clients and the project team. GrantWorks provides project management training on strategies to help grant managers proactively address such constraints.

Using a Proven Project Management System: We understand that the best way to fix a problem is to identify it quickly. A hallmark of the GrantWorks project management system is regular and systematic checkpoint scheduling to recognize and address potential budgetary challenges early and expeditiously.

Revisit the Project Planning Phase: When faced with unforeseen budget obstacles, GrantWorks will review the project plan to look for cost-saving opportunities—such as identifying project activities that could be reassigned to GrantWorks staff rather than subcontractors or vendors. We also communicate budget constraints to our subcontractors and vendors to determine any flexibility on cost. Because of our positive partnerships and long-standing relationships with the vendor community, we are often able to negotiate solutions that keep the project on budget.

Reevaluate the Workflow: When cost issues arise, grant managers are trained to revisit the project schedule with an eye for opportunities to optimize the workflow and enhance efficiency. Streamlining efforts are monitored through our system of checks and balances for potential negative impacts on project outcomes. Communication lines remain open to keep the entire project team abreast of changes.

Analyze Root Causes: GrantWorks clients benefit from the breadth of our grant administration and project management expertise. When our grant managers identify a problem contributing to budgetary constraints, they can consult with colleagues and rely on the experience of in-house Subject Matter Experts to help identify the root causes that led to the problem and implement corrective actions.

Be Creative: The ability to think outside the box is a strong suit for our project management team. The depth of our problem-solving experience has taught us to look beyond the most obvious answers and search for creative solutions for overcoming budgetary constraints. If all viable options are exhausted, we will work with the project team so they fully understand the situation and determine a mutually beneficial solution.

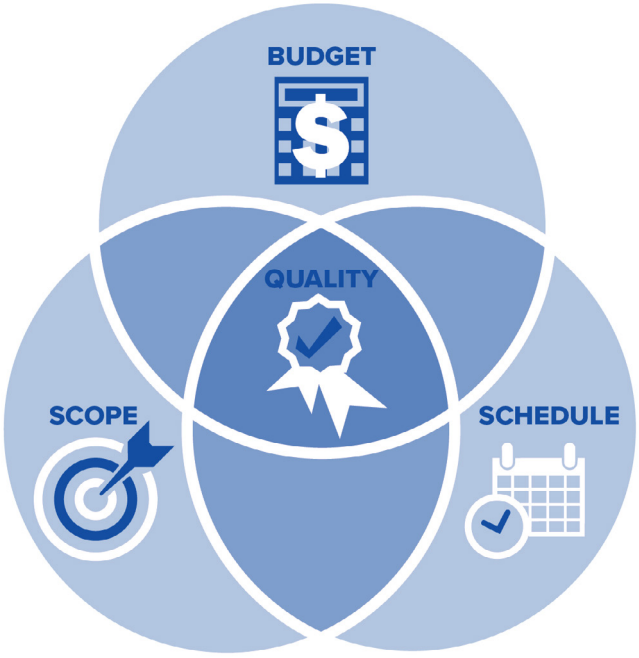


Figure 8. *Balancing Project Constraints*

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SECTION 4 – CAPACITY TO PERFORM

SECTION 4 – CAPACITY TO PERFORM

GrantWorks has the staff and capacity to complete multiple projects of varied sizes and scopes simultaneously. In addition to TxCDBG grants, we have experience with ARPA, CDBG, CDBG-CV, CDBG-DR, CDBG-MIT, CARES, COVID-19, FEMA Public Assistance (PA), FEMA Hazard Mitigation (HMGP), Transportation Infrastructure Fund (TxDOT County Roads), Texas Historical Commission (THC), and Economic Development Administration (EDA). Evidence of our capacity is reflected in the number and the quality of staff we bring to the table.

Our Community Development team has more than 65 project management, grant administration, and subject matter experts with extensive experience implementing state and federal grant projects. The breadth of our expertise and the lengthy tenure of our senior staff means that this team has a thorough knowledge of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200, ARPA, the Stafford Act, and Supplemental Appropriations Bills **(Figure 9)**.

Figure 9: *Why the City of Tool Should Select GrantWorks*

KEY STRENGTHS AND BENEFITS: WHY SHOULD THE CITY OF TOOL SELECT GRANTWORKS?	
We have a dedicated Client Services Department that will support you after the projects are complete	✓
With 225+ full-time employees, we are the largest Texas-based firm dedicated to grant administration project management for local governments	✓
We can carry out the work in house	✓
We have experience implementing multiple grant programs in Texas	✓
We have extensive experience with building, drainage, water, sewer, and street construction projects	✓
We are knowledgeable of TDA and systems and processes	✓
We are familiar with local codes and ordinances (zoning, floodplain, permitting, building code)	✓
We understand federal and Texas statutes and regulations (ARPA, 2 CFR 200, Local Government Code)	✓

4.1 Qualifications of Professional Administrators/Experience of Staff

As we have mentioned previously, GrantWorks hires and retains skilled and experienced employees—over 30% of our employees hold a master's degree in law, city planning, engineering, business administration, construction management, public administration, or fields relevant to implementing federal grant projects. With our strong connections in Texas communities, we have the capacity and expertise needed to execute these services immediately and completely. Look no further; our staff believes that implementing projects through collaboration is the key to realizing our shared vision—your vision.

4.1.1 Organization Chart

Our Community Development Team leadership will identify the specific staffing needs of each project. As determined by the project's needs, we will designate fully trained support staff to assist the assigned Project Manager with expert/specialty services such as procurement, construction management, planning, environmental, labor standards, and GIS/mapping support. The organizational chart (**Figure 10**) and the short bios in **Sections 4.1.2-3** describe only a few of our available staff who can provide support services to ensure that all projects comply with TDA requirements.

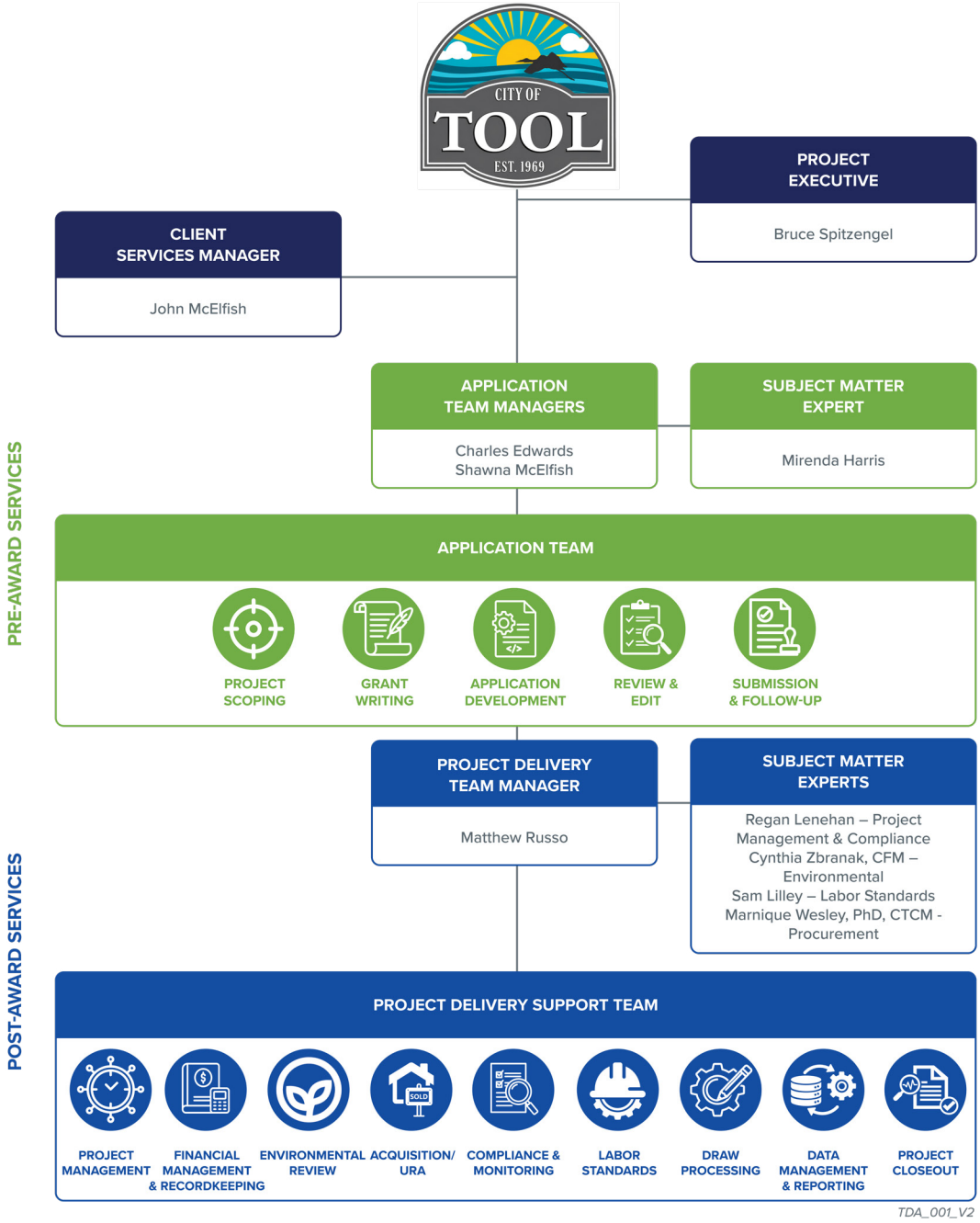


Figure 10: *Community Development Team Organizational Chart*

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4.1.2 Pre-Award Services



Bruce Spitzengel, Project Executive
Bruce has worked with grants since 1975, first as the planning director for Texas City and then as CDBG Manager for Pasadena, Texas. In 1979 he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has grown to include 225+ employees in 2 primary offices in Texas. GrantWorks is the most successful local government grant services provider in Texas due to Bruce's expertise in HUD CDBG, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce's leadership, GrantWorks has become a full-service project management firm. The firm specializes in grant administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over $12 billion in grant funding for 720+ local government clients. In addition to business development, Bruce plays a direct role in creating federally funded projects, including CDBG infrastructure, CDBG-DR, and affordable multi-family housing. Bruce has helped countless communities develop complicated CDBG projects; his significant knowledge base was gained from over 40 years of grant and CDBG experience. Bruce has a MA in Geography from Kansas State University, as well as a BA in Liberal Arts from Kanasas State College.



John McElfish, Client Services Manager
John McElfish leads a team of Client Services Managers, strengthens client relationships, oversees account performance, and directs marketing and outreach efforts. With more than 25 years of experience in client service, operations, construction, and facilities management, John brings a practical, solutions-focused approach to every engagement. He has extensive experience working with local governments to identify community needs, develop eligible projects, navigate grant opportunities, and comply with evolving state and federal requirements. His background also includes project management, procurement, sales, maintenance, and team leadership. John is committed to building lasting partnerships that help clients achieve their goals.



Mirenda Harris, Subject Matter Expert - Grant Writing & Applications
Mirenda has 21 years of application development experience, including navigating complex application requirements, developing checklists to guide the application process, developing template policy documents, and communicating daily with elected officials, key staff, and engineers to guide the application process. She has been instrumental in developing the application processes and procedures at GrantWorks. Mirenda began her career with Kerbow & Associates Consulting in 2003, where Mirenda managed projects for Disaster Recovery, HOME, Community Development, Texas Capital Fund, and the State Energy Conservation Office. She joined the GrantWorks team in 2013 and continues to write applications and manage. Mirenda has a BS in Sociology from the University of Texas at Tyler and is a TxCDBG Certified Administrator.



Charles Edwards, Team Application Manager
Charles has over 18 years of grant application and administration experience and an additional six years in residential construction project management. Charles joined GrantWorks as a Director of Application Services after owning and operating a community development consulting firm where he applied for and managed state and federal funding for municipal and county governments. Charles has successfully received funding for hundreds of applications through multiple federal and state agencies. He is a TxCDBG Certified Administrator with a BS in Kinesiology from Texas A&M University.



Shawna McElfish, Team Application Manager
Shawna has over right years of grant administration and project management experience. She joined GrantWorks in October 2019 as an Application Specialist, where she wrote grants for community and economic development projects. Shawna also coordinated with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop Downtown Revitalization Program application projects. Tasks included gathering data, monitoring the progress of deadlines, and preparing application materials. She is also a TxCDBG Certified Administrator.

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4.1.3 Post Award Services



Matthew Russo, Project Delivery Team Manager
Matthew Russo brings over eight years of project management experience and over five years of direct involvement with state and federal grant programs. As a Team Manager, he provides administrative and compliance oversight for a team of project managers implementing CDBG, CDBG-DR, and CDBG-MIT programs across Texas. Matthew successfully managed 27 projects totaling over $14 million, supporting communities with critical infrastructure improvements such as wastewater treatment plant upgrades, stormwater drainage systems, and essential public safety resources. Known for his detail-oriented, organized, and solutions-driven approach, Matthew ensures his team delivers projects that meet strict compliance thresholds from environmental review and acquisition to budget amendments and competitive procurement under 2 CFR 200. Matthew is a TDA TxCDBG Certified Administrator. He holds an MS in Public Administration from Wright State University and an BA in History from Ohio State University.



Regan Lenehan, Subject Matter Expert - Project Management & Compliance
Regan Lenehan has 21 years of project management experience and deep expertise in federal and state community development programs. She oversees a team of Community Development Project Managers who collectively manage a portfolio exceeding $100 million in CDBG-funded projects, including public infrastructure, private property rehabilitation, economic development, downtown revitalization, and disaster recovery/mitigation initiatives. Regan provides technical assistance and guidance on grants administered through the Texas Department of Agriculture and the Texas General Land Office, specializing in colonia construction, main street programs, and complex disaster recovery contracts. She has successfully managed over 75 federally funded projects from contract execution through closeout and has developed departmental policies, training programs, and quality control procedures to ensure project compliance and efficiency. Regan has a MS in Community & Regional Planning from the University of Texas and a BA in Latin American Studies from Vassar College. She is also is a TDA TxCDBG Certified Administrator.



Cynthia Vallejo-Zbranak, CFM, Subject Matter Expert, Environmental
Cynthia Vallejo-Zbranak joined GrantWorks in 2019 after retiring from the State of Texas. She has nearly 30 years of experience providing environmental guidance for federally funded programs. She ensures environmental compliance for various HUD-funded and State of Texas CDBG programs. Cynthia brings in-depth knowledge of the federal regulations and environmental compliance policies required for project implementation under CDBG programs. Cynthia holds a BBA in Business Administration from Texas State University and is a Certified Floodplain Manager and TxCDBG Certified Administrator.



Sam Lilley, Subject Matter Expert - Labor Standards
Sam Lilley has 18 years of disaster recovery, environmental compliance, and preliminary site assessment experience. Having witnessed a disaster firsthand with Hurricane Harvey, Sam understands the impact of these events and how they can leave communities feeling helpless. He has worked on several public and private projects dealing with regulatory compliance, natural resource management and protection, and construction and environmental disaster recovery. As a Director of Community Development, Sam assists staff and communities in implementing CDBG, CDBG-DR, and CDBG-MIT funded projects throughout Texas. CDBG, CDBG-DR, and CDBG-MIT funded projects throughout Texas. Sam has a BS in Environmental Science from the University of Texas Permian Basin. He is also a TDA TXCDBG Certified Administrator.



Marnique Wesley, PhD, CTCM, Subject Matter Expert - Procurement
Marnique Wesley has 18 years of contract and procurement experience. She assists clients with purchasing and procurement functions to meet specific grant program goals and objectives. She also assists clients in planning, organizing, coordinating, and preparing specifications to acquire products and services. Her responsibilities include developing policies and procedures, managing detailed records of acquired purchases, and implementing methodologies to enhance procurement processes and agency procedures. Marnique develops and drafts contract proposals, solicitations, and scopes of work for client RFP/RFP/RFI contracts following established grant program requirements to ensure maximum vendor/supplier response. Marnique has a PhD in Literature from the University of Texas, a MLA in Liberal Arts from St. Edwards University, as well as a BA in Literature from Huston-Tilloston University.

4.2 Certified Administrator for TxCDBG Programs

GrantWorks has 80 TDA Certified Administrators for TxCDBG Programs. We have provided a list of GrantWorks Certified Administrators for TxCDBG Programs in **Attachment 1**.

4.3 Present and Projected Workloads

GrantWorks understands the requirements of the RFP and has adequate staff and resources to carry out the scope of work requested in a timely manner. We have been committed to helping cities and counties like the City of Tool apply for and manage grants for over 40 years. We have built a reputation as a trusted partner with a long history of supporting Texas communities. Our deep and mutually respectful relationships with our clients and project teams are key to our success.

We work to understand each client's internal capacity and the impact each project will have on their community. We work closely with key stakeholders to understand how each task impacts the project team's ability to complete it on schedule.

Our project managers provide the highest service quality by carefully balancing their workloads and robust support from GrantWorks' leadership, subject matter experts, and a team of compliance, environmental, data management and reporting, procurement, construction management, and quality assurance specialists (**Figure 11**).

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We hold weekly staff meetings to confirm that all employees are current on the latest state and federal regulations. Staff also regularly meets with management to evaluate project progress. Our management team regularly reviews all project manager portfolios to see that we have allocated appropriate level resources to each project and ensures that we identify and avoid potential project risks early and give the right level of attention to each project in a manager's portfolio.

The GrantWorks management team assigns each project a "weight" based on the project's anticipated scope and complexity, relying on years of experience and lessons learned to inform the process. We also consider each project manager's tenure and capacity.



Figure 11: *GrantWorks Actively Manages Workload During Project Execution by Following a Simple Five-Step Workload Management Process. We continuously review and revise the present and projected workload as projects move forward and change.*

4.4 Demonstrated Understanding of the Scope of the TxCDBG

GrantWorks has supported many clients under TDA's TxCDBG program, managing well over 2,500 projects across the State. We outline our experience and thorough understanding of this program in detail in **Section 1 – Scope of Services** of this proposal. We have a proven record of submitting high-quality applications, completing paperwork promptly, and finishing projects on schedule. GrantWorks is also familiar with the grant administration services for general infrastructure, rental and non-rental housing and has performed similar duties for a variety of other programs.

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SECTION 5 – PROPOSED COST OF SERVICES

SECTION 5 – PROPOSED COST OF SERVICES

5.1 Scope of Services

Application Preparation Services: GrantWorks will assist the City of Tool in preparing a public infrastructure project application for submission to the Texas Department of Agriculture - Office of Rural Affairs for the 2027-2028 TxCDBG Fund; assist in project eligibility determination to increase the probability of funding by following program guidelines and local needs; assist in organizing and completing application requirements including the citizen participation provision, documentation of beneficiaries, documentation of local matching funds, and development of a resolution of authorization; and assist in responding to any requests by TDA for clarification or supplemental application information.

Administrative Services: GrantWorks will guide and assist with financial management, recordkeeping, amendments, reporting, environmental clearance, civil rights, acquisition reporting, labor standards, contract closeout, and other aspects of program implementation. We will prepare all forms, notices, and agenda items and provide them in advance. We will communicate with the project engineer, state staff, construction contractors, and other parties to ensure your project's successful completion. Also, we will attend site visits, monitoring reviews, and public meetings, as necessary.

5.2 Cost of Services

We show GrantWorks proposed fee in **Figure 12**. Our proposed fee for Professional Administrative Services is only payable in the event of a 2027-2028 Texas Community Development Block Grant award to the City of Tool. With a TDA award, we will execute a contract between GrantWorks and the City only.

Figure 12: *GrantWorks Fee Schedule*

TOTAL GRANT AMOUNT	PROPOSED FEE*
Grant Maximum: $750,000	**$55,400**

**Fee will not exceed any future caps set by TDA.*

GrantWorks has broken down this administration fee into the following payment milestones for the Scope of Services (**Figure 13**).

Figure 13: *GrantWorks Payment Milestones for All Grant Administration Services*

MILESTONES	PERCENT OF TOTAL GRANT
Establish Recordkeeping & Accounting Systems, Fair Housing/EEO/Section 504, and Civil Rights requirements and Labor Standards Officer appointment.	30%
Prepare Environmental Review Record, Coordinate Environmental Notes	20%
Complete Start of Construction Documents	20%
25% of Grant funds Requested and and Administration Activities to Date *Including but not limited to review of certified payrolls, employee interviews, reporting, and review/processing of draws, etc.	10%
75% of Grant funds Requested and Administration Activites to Date *Including but not limited to review of certified payrolls, employee interviews, reporting, and review/processing of draws, etc.	10%
Submit Project Completion Report and Administrative Close	10%
Total	**100%**

Percentages of payment listed here are guidelines based on management services typically provided. The payment schedule will be tied directly to the actual Scope of Work identified in the RFP.

Work categories include ongoing document preparation, financial management of grant and local match funds, technical assistance and advice, coordination and liaison services, assistance with project modifications, and advice.

As part of the procurement process, TDA requires administrators to disclose and certify the percentage of profit for professional administrative service costs over $50,000. GrantWorks' expected profit is 6.1% of the above-referenced fee based on the company's 2025 gross revenue and net profit.

The federally approved proposal format we present to the City of Tool lets us clearly provide our value and expertise in grant management services with multiple agencies and programs. The criteria provided in your RFP with scoring considerations include the following:

- Experience (30 points)
- Prior Work Performance (30 points)
- Capacity to Perform (20 points)
- Proposed Cost (20 points)
- Total (100 points)

As with all proposals, we understand that cost is a primary consideration factor. Our fee contains the level of staffing needed to deliver the services required in the contract. However, the final cost of our agreement can be subject to negotiation after award per TDA guidance.

This proposal is a response to a Request for Proposals, not a bid, and it is not subject to sealed-bid or low-bid award requirements. Per 2 CFR 200.320(b)(2), the federal Uniform Guidance governing procurement of professional services under federally funded programs, and consistent with the City's evaluation criteria, under which Proposed Cost represents only 20 of the 100 total points, the City must award to the responsible Respondent whose proposal is most advantageous considering price and all other evaluation factors. TDA TxCDBG's own procurement guidance describes this standard as follows:

Step 8. Select Respondent and verify eligibility

Determine the most responsive and responsible Respondent whose proposal is most advantageous to the City/County, considering price and all evaluation factors.

As necessary, the City/County may conduct negotiations with all Respondents who are deemed responsive and responsible and fall within a competitive price range, based on the City/County's evaluation of Respondents' pricing and technical proposals. After negotiations, these Respondents may be given the opportunity to submit a best and final offer. Retain records verifying the negotiation process with each Respondent, including the best and final offer from each Respondent.

In practical terms, this gives the City several tools for reaching the most advantageous outcome, rather than limiting the decision to price alone:

- Award is not required to go to the lowest-priced proposal. The contract must go to the Respondent whose overall proposal, price together with experience, prior performance, and capacity, is most advantageous to the City.

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- If, after evaluating proposals, the City wants to clarify scope, staffing, or pricing assumptions, or ask a Respondent to reconsider its cost considering the project's specific needs, it may approve an award and open negotiations with any Respondent(s) it determines to be responsive, responsible, and within a competitive price range.
- Following negotiations, the City may invite the Respondent(s) involved to submit a best and final offer before making a final award decision.
- The City should document its evaluation, its responsiveness and responsibility determinations, and the outcome of any negotiations to support the procurement record.

GrantWorks welcomes this process and is prepared to discuss scope, staffing, and fee in detail, and to submit a best and final offer, should the City elect to proceed with negotiations.

5.3 Affirmative Action

GrantWorks performs all services on behalf of local governments without regard to race, national origin, religion, color, sex, age, familial status, or disability.

5.4 Equal Employment Opportunity

GrantWorks does not discriminate in employment opportunities and complies with all federal, state, and local laws.

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ATTACHMENT 1 – EVIDENCE OF TxCDBG CERTIFICATION

ATTACHMENT 1 – EVIDENCE OF TXCDBG CERTIFICATION

GrantWorks is a Pre-Qualified Administrative Services Provider for TxCDBG. We have provided a list of GrantWorks TxCDBG Certified Administrators (80) as of July 15, 2026, in **Figure 14**.

Figure 14: *GrantWorks 2025-2026 TxCDBG Certified Administrators*

Alexander Sievers	Jessica Riveria	Sarah Scott
Allison Land	Jill Hooks	Sean Martineau
Alyssa Berger	Jodi Mozeika	Sergio Sena
Amanda Holton	John Groberg	Shauna Canalez
Anthony Gonzales	Jordan Mahoney	Shawna McElfish
Austin McLemore	Karen Blaney	Sofia Lehmann
Ashley Dowdy	Katie Angelo	Susan Rico
Ben Kleesattel	Katie Smith	Trey Friedrich
Brooke Hinch	Katherine Price	Vicki Spiess
Brice Bloomer	Katherine White	Yuhana Khan
Calvin Poznik	Kayce Tennes	
Carlissa Miller	Kayla Burgess	
Charles Edwards	Kendra Busse Rocha	
Christine Garner	Kevin Pell	
Chris Rickard	Lauren Anderson	
Cynthia Metro	Lindsey Moore	
Cynthia Phelps	Lindsey Smith	
Cynthia Zbranak	Luci Cook-Hildreth	
Danielle Lewis	Martha Arosemena	
Derek Katznelson	Martha Brown	
Devin Ballinger Johnsen	Matthew Russo	
Djuan Mouton	Melinda Kapelka	
Donald Fontenot	Mirenda Harris	
Emily Powers	Natalie Eckstrom	
Erica Rogers	Nicole Levario	
Gustavo Jimenez	Noelia Blanco	
Hadleigh Sharp	Norman Oh	
Hannah Lovato	Paige Muniz	
Jacqueline Six	Rebecca Cruz	
Jamie Stivender	Rebecca Gillmore	
Jason Martinez	Regan Lenehan	
Jerry Carvajal	Robert Davila	
Jessica Acosta	Rosie Daly	
Jessica Hissam	Ryan Sunvison	
Jessica Johnstone	Sam Lilley	

ATTACHMENT 2 – REQUIRED FORMS

ATTACHMENT 2 – REQUIRED FORMS

- Certificate of Liability Insurance
- Statement of Conflicts of Interest
- System for Award Management (SAM) Search Results
- Form CIQ: Conflict of Interest Questionnaire
- Certification Regarding Lobbying
- Disclosure Regarding Lobbying Form
- Form 1295: Certificate of Interested Parties

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/27/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Van Dyke Rankin & Company, Inc. 211 S Austin St Brenham TX 77833	**CONTACT NAME:** Grace Gillson, CISR **PHONE (A/C, No, Ext):** 979-836-5636 **FAX (A/C, No):** 979-836-5059 **E-MAIL ADDRESS:** grace@vandykerankin.com
	INSURER(S) AFFORDING COVERAGE / **NAIC #** **INSURER A :** ACE Fire Underwriters Insurance Co. / 20702
INSURED GRANINC-01 GrantWorks, Inc. Cecelia Johnson 2201 Northland Drive Austin TX 78756	**INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1162472044 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:						EACH OCCURRENCE $ DAMAGE TO RENTED PREMISES (Ea occurrence) $ MED EXP (Any one person) $ PERSONAL & ADV INJURY $ GENERAL AGGREGATE $ PRODUCTS - COMP/OP AGG $ $
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) $ BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $ $
	UMBRELLA LIAB OCCUR **EXCESS LIAB** CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE $ AGGREGATE $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT $ E.L. DISEASE - EA EMPLOYEE $ E.L. DISEASE - POLICY LIMIT $
A	Errors & Omissions	Y		G28235768 009	7/30/2026	7/30/2027	Each Claim $5,000,000. Aggregate $5,000,000. Retention $25,000.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is shown as Additional Insured per written contract.

CERTIFICATE HOLDER

Informational Purposes for
GrantWorks, Inc.
2201 Northland Dr
Austin TX 78756

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

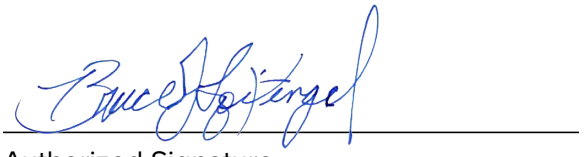
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PROPRIETARY & CONFIDENTIAL | GRANTWORKS, INC.

STATEMENT OF CONFLICTS OF INTEREST

GrantWorks has identified no potential and/or conflicts regarding the company or with key employees.



Authorized Signature

October 27, 2026
Date

Bruce J. Spitzengel, President
Print Name & Title

PROPRIETARY & CONFIDENTIAL | GRANTWORKS, INC.

SYSTEM FOR AWARD MANAGEMENT

SAM.GOV

Entity Information Search Results 1 Total Results

Filter by:

Keyword (ALL)	Status
uz9nmvf8sgd8	Active,Inactive

GRANTWORKS, INC. ● Active Registration

Entity

Unique Entity ID: UZ9NMVF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:
2201 NORTHLAND DR
AUSTIN , TX
78756 USA

Expiration Date:
Jun 03, 2027

Purpose of Registration:
All Awards

Oct 12, 2026 06:04:03 PM GMT

1

SAM.GOV

Entity Information Search Results 1 Total Results

Filter by:

Keyword (ALL)	Status
"Bruce Spitzengel"	Active,Inactive

GRANTWORKS, INC. ● Active Registration

Entity

Unique Entity ID: UZ9NMVF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:
2201 NORTHLAND DR
AUSTIN , TX
78756 USA

Expiration Date:
Jun 03, 2027

Purpose of Registration:
All Awards

Oct 12, 2026 06:05:02 PM GMT

1

SAM.GOV®

GRANTWORKS, INC.

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
UZ9NMVF8SGD8	**5JH22**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Jun 3, 2027**	
Physical Address	Mailing Address	
2201 Northland DR **Austin, Texas 78756-1117** **United States**	**2201 Northland DR** **Austin, Texas 78756-1117** **United States**	

Business Information

Doing Business as	Division Name	Division Number
GRANTWORKS INC	**GRANTWORKS**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Texas 37	**Texas / United States**	**http://www.grantworks.net**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Jun 5, 2026	**Jun 3, 2026**	**Jun 3, 2026**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Sep 16, 1979	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	**Business or Organization**	**(blank)**
Profit Structure		
For Profit Organization		

SAM.GOV®

GRANTWORKS, INC.

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
UZ9NMVF8SGD8	**5JH22**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Jun 3, 2027**	
Physical Address	Mailing Address	
2201 Northland DR **Austin, Texas 78756-1117** **United States**	**2201 Northland DR** **Austin, Texas 78756-1117** **United States**	

Business Information

Doing Business as	Division Name	Division Number
GRANTWORKS INC	**Grantworks**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Texas 37	**Texas / United States**	**http://www.grantworks.net**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Jun 5, 2026	**Jun 3, 2026**	**Jun 3, 2026**

Entity Dates

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Sep 16, 1979	**Dec 31**

Immediate Owner

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(blank)	**(blank)**

Highest Level Owner

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Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	**Business or Organization**	**(blank)**
Profit Structure		
For Profit Organization		

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

N/A

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

N/A
Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Bruce Holtzclaw
Signature of vendor doing business with the governmental entity

October 27, 2026
Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 1/1/2021

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 1/1/2021

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding $100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, GrantWorks, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Bruce J. Spitzengel, President

Printed Name and Title of Contractor's Authorized Official

October 27, 2026

Date

PROPRIETARY & CONFIDENTIAL | GRANTWORKS, INC.

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	**Status of Federal Action:** a. bid/offer/application _____ b. initial award c. post-award	**Report Type:** a. initial filing _____ b. material change
Name and Address of Reporting Entity: ____ Prime _____ Subawardee Tier_____, if Known: **Congressional District, if known:**	**If Reporting Entity in No. 4 is Subawardee,** Enter Name and Address of Prime: **Congressional District, if known:**	
Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: _____	
Federal Action Number, *if known:*	**9. Award Amount**, *if known:* **$**	
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**b. Individuals Performing Services** *(including address if different from No. 10a)* *(last name, first name, MI):*	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	**Signature:**  **Print Name:** Bruce J. Spitzengel **Title:** President **Telephone No.:** (512) 420-0303 **Date:** October 27, 2026	
Federal Use Only	**Authorized for Local Reproduction** **Standard Form - LLL (Rev. 7-97)**	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks “Subawardee,” then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., “RFP-DE-90-001.”

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES — FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 **Name of business entity filing form, and the city, state and country of the business entity's place of business.**

2 **Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

3 **Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 **Check only if there is NO Interested Party.** ☐

6 **UNSWORN DECLARATION**

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20_____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 12/22/2017

Must file online at www.ethics.state.tx.us/File

PROPRIETARY & CONFIDENTIAL | GRANTWORKS, INC.

GrantWorks®

2201 NORTHLAND DRIVE
AUSTIN, TEXAS 78756
512-420-0303
WWW.GRANTWORKS.NET

Agenda Item, as listed on the agenda:

Discuss, Consider, and Adopt Resolution 2026-10, authorizing submitting a Texas Community Development Block Grant program application to the Texas Department of Agriculture for the 2027-2028 Community Development Fund.

Recommended Motion to Consider:

"I make a motion to adopt Resolution 2026-10, authorizing submitting a Texas Community Development Block Grant program application to the Texas Department of Agriculture for the 2027-2028 Community Development Fund."

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Signature of Sponsoring Officer

Julius Kizzee

Printed name of Sponsoring Officer

Resolution 2026-10, Community Development Block Grant Program 2027-2028 Application

A RESOLUTION OF THE CITY COUNCIL OF TOOL, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE COMMUNITY DEVELOPMENT FUND.

WHEREAS, the City Council of the City of Tool desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, it is necessary and in the best interests of the City of Tool to apply for funding under the Texas Community Development Block Grant Program;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF TOOL, TEXAS,

1. That a Texas Community Development Block Grant Program application for the 2027-2028 Community Development Fund is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture, and to be placed in competition for funding under the Community Development Fund.

2. That the City of Tool commits to dedicating no less than 51% of grant funds for activities identified by the state planning region as First Priority.

3. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.

4. That the City of Tool is committing to provide $26,500.00 in matching funds toward the application's activities, with the specific usage and funding source to be determined prior to any award of grant funding.

Passed and approved this _____ day of _____, 2026.

_____
Vera Bennett, Mayor
City of Tool, Texas

Attest:

_____
Kimberley Price, City Secretary
City of Tool, Texas